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3: 1966-1967 CATALOGUE -
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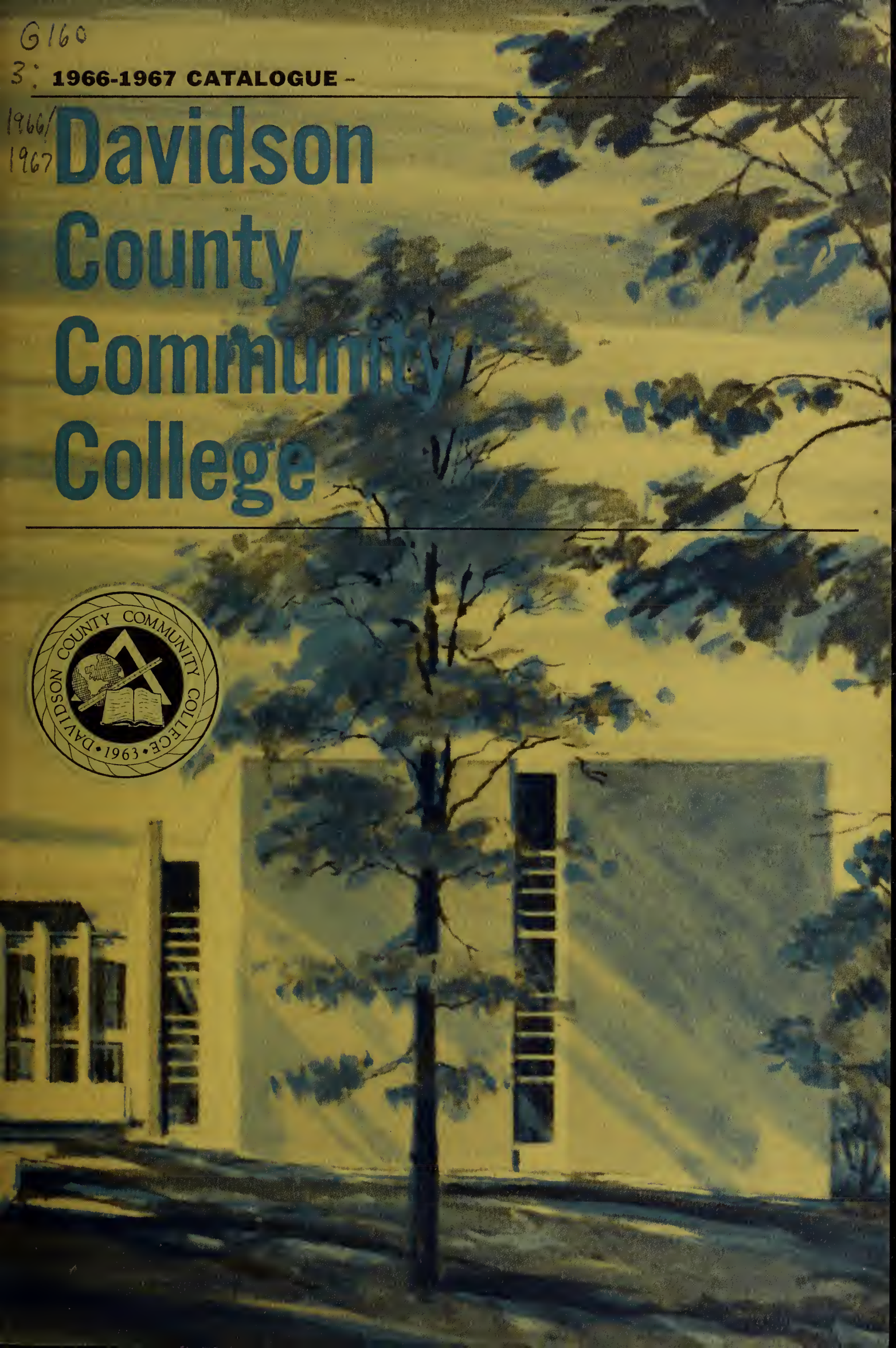
1967

Davidson County Community College



COLLEGE CALENDAR, 1966-67

SUMMER QUARTER

June	7	(Tuesday)	Official registration
June	8	(Wednesday)	Classes begin, First Session
June	15	(Wednesday)	Last day for registration without academic penalty
July	1	(Friday)	July Fourth holidays begin after last class
July	5	(Tuesday)	July Fourth holidays end (8 a.m.)
July	6	(Wednesday)	Last day for refund
July	15	(Friday)	First session ends
July	18	(Monday)	Second session begins
August	15-16	(Monday, Tuesday)	Pre-registration for Fall quarter
August	19	(Friday)	Quarter examinations— Summer quarter ends
August	21	(Sunday)	Graduation exercises

FALL QUARTER

September	6-7	(Tuesday, Wednesday)	Freshman orientation
September	7	(Wednesday)	Official registration
September	8	(Thursday)	Classes begin
September	15	(Thursday)	Last day for registration without academic penalty
September	28	(Wednesday)	Last day for refund
November	14-15	(Monday, Tuesday)	Pre-registration Winter quarter
November	22-23	(Tuesday, Wednesday)	Quarter examinations
November	23	(Wednesday)	Thanksgiving holidays begin after last class—Fall quarter ends

WINTER QUARTER

November	29	(Tuesday)	Official registration
November	30	(Wednesday)	Classes begin
December	7	(Wednesday)	Last day for registration without academic penalty
December	20	(Tuesday)	Last day for refund—Christmas holidays begin after last class
January	2	(Monday)	Christmas holidays end (8 a.m.)
February	13-14	(Monday, Tuesday)	Pre-registration for Spring quarter
February	23-24	(Thursday, Friday)	Quarter examinations
February	24	(Friday)	Winter quarter ends

SPRING QUARTER

March	6	(Monday)	Official registration
March	7	(Tuesday)	Classes begin
March	14	(Tuesday)	Last day for registration without penalty
March	23	(Thursday)	Easter holidays begin after last class
March	28	(Tuesday)	Easter holidays end (8 a.m.) Last day for refund
May	15-16	(Monday, Tuesday)	Pre-registration for Summer quarter
May	23-24	(Tuesday, Wednesday)	Quarter examinations
May	24	(Wednesday)	Spring quarter ends
May	28	(Sunday)	Graduation Exercises

1966-1967 CATALOGUE

Davidson County Community College

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BOARD OF TRUSTEES

Chairman ..... Felix O. Gee
Vice-Chairman ..... Doak Finch
Secretary ..... Mrs. C. L. White, Jr.
Treasurer ..... Russell F. VanLandingham

	Term Expires
Mrs. Carl Brinkley	1967
Thomas H. Burwell	1967
L. M. Grimes, Jr.	1967
Sim A. DeLapp	1969
B. E. Mendenhall, Jr.	1969
R. Bruce Smith	1969
L. E. Andrews	1971
Doak Finch	1971
Russell F. VanLandingham	1971
Felix O. Gee	1973
Eric E. Morgan	1973
Mrs. C. L. White, Jr.	1973

ADMINISTRATION

Love, Grady E. ..... President
B.S., M.A., Ph.D.

Sinclair, William T. ..... Dean of Instruction
A.B., M.A.

Roach, Jr., H. Herman ..... Dean of Student Affairs
A.B., M.S.

Hunt, E. M. ..... Business Manager
B.S., M.Ed.

Guthrie, David V. ..... Acting Director of Academic Program
A.B., M.A.

Harney, Thurman A. ..... Director of Technical-Vocational Education
B.S., M.A.

Cockerill, Lewis F. ..... Director of Adult Education
B.Rel., M.A.

Ballard, Jack D. ..... Director of Extension
B.S., M.Ed.

Sills, Billy G. ..... Registrar
B.S., M.Ed.

Horney, Peggy C. ..... Librarian
A.B., M.S.L.S.

Dorsett, Millie T. ..... Extension Director, Adult Basic Education
A.B.

OFFICE STAFF

SHYTLE, RACHEL F. ..... Bookkeeper
HAMPTON, SHELBY C. ..... Secretary to the President
JONES, CARLA R. ..... Secretary to the Director of Adult Education
TEAL, JESSIE M. ..... Assistant Bookkeeper
FRADY, HAZEL ..... Secretary to the Business Manager
UHRIG, EDNA W. ..... Business Office Assistant
HOOVER, LOLA ..... Secretary to the Dean of Instruction
HOWARD, JEAN ..... Secretary to the Dean of Student Affairs

FACULTY

BALLARD, LACY H. ..... Learning Laboratory
B.S. N. C. State University; M.Ed. University of North Carolina at Greensboro

BARKER, JR., ADDISON R. ..... English
A.B. High Point College; M.A. University of North Carolina

CLODFELTER, JR., HARVEY ..... Learning Laboratory
B.A. University of North Carolina

ELKINS, GEORGE T. ..... Guidance Counselor
A.B. High Point College; M.Ed. University of North Carolina at Greensboro

EVERHART, ROBERT M. ..... Automobile Body Repair
Twenty years experience in automotive service industry, including self-employment as Automotive Body Repairman.

FARTHING, JR., ALBERT D. ..... Mathematics
A.B. King College; M.A.T. University of North Carolina

GRANT, PERRY H. ..... Machine Shop
Graduate of Western Electric Tool and Die School

HANCOCK, BARBARA G. ..... English
A.B., M.A. University of North Carolina

HILL, B. W. ..... Physics and Electricity
B.S. University of North Carolina; Graduate Coyne Electrical School

HOLLAR, EMERY R. ..... Spanish
A.B. Lenoir Rhyne College; M.A. Appalachian State Teachers College

JAMES, CHARLES H. ..... Biology
A.A. Campbell College; B.S., M.A.T. University of North Carolina

JOHNSON, RACHAEL L. ..... Business
A.B. University of North Carolina; M.A. East Carolina College

LATHAM, JAMES E. ..... Welding and Electricity
Graduate of Western Electric Tool and Die School

LONG, JR., GEORGE R. ..... Chemistry
A.B. Indiana University; M.S. Purdue University

LOWRANCE, GAILE ..... Business
B.S. Appalachian State Teachers College; M. Ed. University of North Carolina

*MAYERLE, III, FRED C. ..... Drafting and Design
Three years study at the University of Illinois and Illinois Institute of Technology

MANNING, BOBBY GENE ..... Business
B.S. High Point College; M.Ed. University of North Carolina

MILLER, MARY LEE ..... Power Machine Sewing
Seventeen years experience as supervisor; Three years in training units for in-plant training

MIZE, H. ELWOOD ..... Automotive Mechanics
Thirteen years experience as automotive mechanic and service manager.

POTTS, NANCY C. ..... English
A.B. Catawba College; M.Ed. University of North Carolina

PROVO, DONALD L. ..... Mathematics
B.S. North Carolina State College

SECHRIST, JACQUELINE M. ..... Business
B.S., M.Ed. University of North Carolina

SCHULTZ, F. PETER ..... History
B.A. John Fletcher College; M.A. University of Minnesota; Further graduate work at Columbia University

WATTERSON, GEORGIA CAROLE ..... History
A.B. University of Georgia; M.A. University of North Carolina

WELLS, RUSSELL F. ..... Biology
B.A. Lafayette College; M.S. Springfield College; M.A. University of North Carolina

WIKE, ANTOINETTE G. ..... French
A.B. Coker College; M.A. Middlebury College

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* On leave of absence, 1966-67

General Information

HISTORY

By the end of 1960, influential Davidson County leaders had committed themselves to the idea of founding a publicly supported college. Foremost among this influential leadership were industrialists, County Commissioners, Chambers of Commerce members of Lexington and Thomasville, and members of the County Board of Education.

The plan for the development of the college was suggested by the State Board of Education; namely, develop a successful industrial education center, then a technical institute, and finally a junior college—all three schools to become divisions in a comprehensive community college.

The first phase in the development of the college was realized in September, 1963, when the first full-time students were enrolled in the Davidson County Industrial Education Center. The Industrial Education Center continued to expand both in student body and in trade and technical curriculums offered. In March, 1965, after citizens had approved a tax levy for maintenance of the institution, the school received comprehensive community college status, and the school name was changed to Davidson County Community College.

Beginning in the fall of 1966, the college will offer freshman and sophomore courses in a college of arts and sciences and will continue to offer curriculums for the training of technicians and tradesmen, as well as general education courses for adults.

Davidson County Community College is, today, a two-year co-educational institution under the administration of the State Board of Education, Department of Community Colleges. Local control of the publicly supported college is vested in a twelve-member Board of Trustees who contribute their time and efforts as a public service.

LOCATION

Davidson County Community College is easily accessible to students from surrounding areas. The sixty-four acre campus is located midway between Thomasville and Lexington on US 29-70 at the intersection of the Old Greensboro Road. In addition to the present Industrial Education Center building, a large well-equipped facility is being constructed to house the administrative

offices, college library, classrooms, student center, lecture halls, and science laboratories which will serve the academic and professional programs. For the academic years 1966-67 or until the new building is completed, the Junior College Division of the school will be housed on the campus of the Junior Order Home located just three miles southwest of Lexington on Highway 8. The administrative offices for the College will continue to be located in the Industrial Education Center building on the College campus.

OBJECTIVES

The major objectives of Davidson County Community College are as follows:

1. To provide two years of college credit courses for students desiring to transfer to four year colleges.
2. To provide two years of technical education appropriate to the needs of the individual and the community.
3. To provide vocational education for persons desiring to prepare for a trade or upgrade themselves in their present jobs.
4. To provide an adult program based on community needs and interests with special emphasis on the following areas:
   a. Basic education courses for grades 1-8
   b. High school equivalency certificate
   c. Cultural and community service programs
5. To provide a program of guidance and instruction which will help all students become effective members of a democratic society.

DEGREES AND DIPLOMAS OFFERED

Davidson County Community College offers the following degrees upon satisfactory completion of a prescribed program.

(1) Associate in Arts
   Liberal Arts
   Pre-Professional

(2) Associate in Applied Science
   Accounting
   Business Administration
   Engineering and Technical Secretary
   Executive Secretary
   Legal Secretary
   Mechanical Technology

ADMINISTRATION BUILDING, JUNIOR ORDER HOME

Medical Secretary
Electrical Technology

(3) Diploma Programs
Automotive Body Repair
Automotive Mechanics
Electrical Installation and Maintenance
Machinist Trade
Mechanical Drafting
Radio-Television Servicing
Welding

ACCREDITATION

Davidson County Community College is an associate member of the American Association of Junior Colleges. Appropriate action has been taken to achieve "early recognition" by the Southern Association of Colleges and Schools in order to obtain the earliest possible accreditation by that body and to make that accreditation retroactive to the first graduating class. The College now holds provisional membership in this organization.

COUNSELING

The counseling service at Davidson County Community College has two basic functions: it supplements pre-college counseling and aids the student with educational, vocational, and personal problems. To accomplish these purposes, the Student Personnel Office has trained personnel serving as counselors and provides remedial facilities. Each student also is assigned to a faculty advisor.

REGISTRATION

All students are urged to register on the day designated. All late registrants will be charged an additional fee of $5.00. Students who enter after classes have begun are at a disadvantage and are responsible for all work prior to their entrance.

ESTABLISHMENT OF RESIDENCY

A student who is not a legal resident of North Carolina must pay non-resident tuition. A person twenty-one years of age or older is not deemed eligible for the resident rate of tuition unless he has established and maintained his legal residence in North Carolina for at least six months immediately preceding the date of his first enrollment in an institution of higher education in

this state. The legal residence of a person under twenty-one years of age at the time of his first enrollment in an institution of higher education in this state is that of his parents, surviving parent, or legal guardian. If the parents are divorced or legally separated, the legal residence of the father will be considered the residence of the student unless custody of the minor has been awarded by court order to the mother or to a legal guardian other than a parent.

Students who are in doubt as to their status as a resident should request clarification by writing to or consulting the Business Manager before registration.

BOOK STORE

The College operates a book store where the student may purchase needed books and supplies.

GRADING SYSTEM

The College operates on the quarter system. The alphabetical system is used for reporting and recording all grades.

The grading system is as follows:

A	Excellent	93-100	4 Quality points per quarter hour credit
B	Good	85-92	3 Quality points per quarter hour credit
C	Fair	77-84	2 Quality points per quarter hour credit
D	Passed	70-76	1 Quality point per quarter hour credit
F	Failed	Below 70	0 Quality point per quarter hour credit
W	Withdrawal		Officially withdrawn from class
I	Incomplete		
Auditor			No grade or credit
S	Satisfactory		For noncredit courses
U	Unsatisfactory		For noncredit courses
NG	No Grade Given		

ENTRANCE REQUIREMENTS

See page 15 for admission to the Junior College Program.
See page 33 for admission to the Technical Program.
See page 57 for admission to the Vocational Program.
See page 75 for admission to the Adult Education Program.

HOUSING

Since the College does not have dormitory facilities, students wishing to live away from home must arrange their own living

accommodations. The College does not assume responsibility for approving or supervising student housing; however, suggestions for off-campus housing may be obtained from the Dean of Student Affairs.

LIBRARY

The library is planned to provide students and the faculty, both day and evening divisions, with the materials needed to support and enrich the instructional program of the College.

GRADUATION REQUIREMENTS

Requirements for a degree or diploma will vary according to curriculum. The student should refer to his program of study so that he can ascertain the course requirements for graduation. All students must have a grade point average of 2.0 (C average) to be eligible for graduation.

STUDENT CLASSIFICATION

A full-time student is enrolled for twelve or more quarter hours of credit. A part-time student is enrolled for less than twelve quarter hours of credit.

STUDENT LOAD

Sixteen to eighteen quarter hours will constitute the normal load a regular student is expected to carry each quarter. Any deviation from this load must be approved by the Dean.

SCHEDULE CHANGES

All changes in schedule involving entrance into classes shall be adjusted during the first week of classes and shall be approved by the Dean of Student Affairs.

WITHDRAWAL

To withdraw from a course or from college, the student will use the following procedure:

1. Secure the written approval of his faculty advisor and obtain a withdrawal form from the Dean of Student Affairs.
2. Withdrawal from courses is limited to the first five school days of each quarter except by special permission. Stu-

dents who drop a course without this permission will be recorded as failing.

3. The student will complete the form according to outlined procedure and secure all signatures.
4. A student may, with special permission, withdraw during the first twenty school days of the quarter without scholastic penalty. This procedure, if followed, will entitle the student to have his permanent record show the notation "W" (Withdrawn). This notation indicates good standing and the privilege of readmission.
5. A student doing satisfactory work who withdraws after the first twenty school days of the quarter because of medical or emergency circumstances will receive the grade of "W," provided that he follows the procedures outlined above. All other withdrawals after twenty days will result in the grade of "F."

REFUND POLICY

Tuition refunds shall not be made unless the student is compelled to withdraw. In such cases, ⅔ of the tuition paid may be refunded if the student withdraws within twenty school days after the beginning of the quarter. No refund may be given after twenty days.

No refund shall be made to students enrolled in short term, non-credit classes or for insurance or registration fee.

CLASS ATTENDANCE

Students are expected to be in class on time and are expected to attend all classes, laboratory periods, and shop sessions. A student must attend a minimum of seventy-five percent (75%) of the total class hours for each class in order to receive a passing grade.

Each student has the full responsibility for accounting to his instructors for any class session missed. The instructor determines if the work missed can be made up.

COURSE NUMBERING

Courses are numbered in accordance with the North Carolina Department of Community College System.

1. All Developmental Study Program courses are indicated by a prefix, and numbers range from 0-99.

2. (a) All freshmen academic courses are indicated by a two-letter prefix, and numbers range between 100-199.

   (b) All sophomore academic courses are indicated by a two-letter prefix, and numbers range between 200-299.

3. (a) All freshmen technical courses are indicated by the letter "T" and a prefix and are numbered between 100-199.

   (b) All sophomore technical courses are indicated by the letter "T" and a prefix and are numbered between 200-300.

4. All vocational courses are indicated by a prefix and numbered between 1000-2000.

5. All adult education courses beyond the high school are indicated by a prefix and numbered between 2000-3000.

STUDENT FINANCIAL ASSISTANCE PROGRAM ACADEMIC YEAR 1966-67

The College makes every effort to encourage students with seriousness of purpose to secure a college education. Financial assistance is available to full-time students in the form of scholarships, loans, and part-time employment. Lack of funds need not deter any individual from seeking admission.

Scholarships

A limited number of scholarships are available at present; however, more scholarships are expected in the near future. Students desiring such aid should make this known when filing admission application. Scholarships available as of April 1, 1966, are:

Binning's, Inc.

Five scholarships in the amount of $120.00 each are available, with preference being given to sons and daughters of employees. In addition, full scholarships are available for employees who successfully complete approved courses pursued.

Carolina Panel Co.

Five scholarships will be awarded in the amount of $120.00 each, with preference to be given to children of employees of the company.

Carter-Griffis Scholarships

Scholarships in the amount of $200.00 each year are made available to selected graduates from Denton High School by the

Denton Lions Club in memory of Mr. Baxter Carter and Dr. J. W. Griffis.

Coble Dairy Products Cooperative, Inc.

Five scholarships are available, with preference being given to children of Coble employees.

Dacotah Cotton Mills

A scholarship will be awarded to all Valedictorians and Salutatorians of graduating classes in Davidson County, including Thomasville and Lexington.

Available to children of employees of Dacotah Mills, there are scholarships amounting to one-half the tuition charges.

Davidson Motor Company

A scholarship in the amount of $100.00 is available to an individual in the Automotive Body Repair or Automotive Mechanics curriculum, with preference being given to the former. The scholarship is restricted to individuals residing in the trading area of Lexington.

Dixie Foundation, Incorporated

Ten scholarships are available amounting to $120.00 each, with preference being given to employees of Dixie Furniture Company or their dependents.

Gamma Xi, Beta Epsilon, and Phi Mu Sororities

One scholarship in the amount of $150.00 is being given by Gamma Xi, Beta Epsilon, and Phi Mu Sororities of Thomasville, to a boy or girl of Thomasville High School. Preference will be given 1966 graduates.

Gray Construction Company

One scholarship of $150.00 is available to a student in the vocational and technical curriculums that are related to the building trades.

Kiwanis Club

The Lexington Kiwanis Club provides two scholarships each year. One in the amount of $125.00 is presented to a full-time vocational or technical student, and one in the amount of $150.00 to a full-time junior college student.

Midway Lions Club

One scholarship of $125.00 each year for two years is awarded to a graduate of North Davidson High School who also attended

Midway Elementary School. Midway Lions Club awards the scholarship in memory of the late Mr. W. L. Graham.

G. W. Smith Lumber Company

One scholarship in the amount of $120.00 is available to an employee or to the child of an employee of the firm.

Thomas Motors, Inc.

This firm is making available a scholarship in the amount of $100.00 for the academic year 1966-67 to a student enrolled in the Automotive Mechanics curriculum who lives within the Lexington trading area.

Welborn Motors, Inc.

This Company is making available a scholarship in the amount of $100.00 for the academic year 1966-67 to a full-time student enrolled either in the Automotive Mechanics or Auto Body and Fender Repair curriculum. In addition, the Company will provide part-time employment while the course is in progress.

Wennonah Foundation, Inc.

Two scholarships are available each year in the amount of $200.00 each. Preference will be given to children of employees of Wennonah Cotton Mills.

Student Loans

The College committee on Scholarships and Loans will process applications for student loans which may be obtained through several agencies such as the State Education Assistance Authority, the North Carolina Bankers' Association, and the College Foundation, Inc.

College Foundation, Inc.

Students who are residents of North Carolina are eligible to apply for loans up to $1,000 per year as undergraduate students. Interest is at the rate of 6 per cent per year, with the Federal Government paying the 6 per cent during the in-school period and 3 per cent during the repayment period, for students from families with adjusted income less than $15,000 per year. Loans are insured by the State Education Assistance Authority, and the student pays an insurance premium of ½ of 1 per cent. For additional information and applications, contact the financial aid officer.

James E. and Mary Z. Bryan Foundation, Inc.

North Carolina students are also eligible to apply for loans up to $1,000 per year for undergraduate study, with an aggre-

gate of $4,000 for four years of study. Interest is at the rate of ½ of 1 per cent per year during the in-school period and at 3½ per cent during the repayment period. The College Foundation, Inc., administers the lending program of the Bryan Foundation.

For additional information and applications, contact the financial aid officer of the College.

Work-Study Programs

Part-time jobs are available on campus for students wishing to earn a part of their expenses. Jobs are assigned by the Dean of Student Affairs to those students who are most urgently in need of help. In the assignment of part-time jobs, consideration is given to such factors as scholarship, financial need, and willingness to work.

STUDENT ORGANIZATIONS AND ACTIVITIES

The College encourages student participation in all activities of student life and campus affairs. Although student activities are viewed as secondary to the central purpose of academic preparation, they are nevertheless an important phase of student growth and development. A faculty sponsor is appointed by the administration for each student group and organization.

The groups currently functioning on the campus are:

1. STUDENT GOVERNMENT ASSOCIATION
   All students are automatically members and receive practical experience in responsible citizenship through participation in a program of self-government. Officers are chosen each year, and each class is represented in the Student Government Association. The objective of this Association is to regulate all matters of the student community which do not fall under the immediate jurisdiction of the administration and faculty.

2. CLASS ORGANIZATIONS
   Both freshman and sophomore classes are organized with elected student officers and periodic meetings and projects.

3. STUDENT PUBLICATIONS
   Students are encouraged to participate actively in the publication of a college newspaper.

4. COLLEGE CHOIR

   The choir draws its membership from students with vocal talent. Concerts are planned throughout the school year. Limited academic credit is awarded for participation.

5. PHI THETA KAPPA

   This is a national scholastic fraternity holding the same status in the community or junior college that Phi Beta Kappa holds in the four-year college.

6. Students are encouraged to affiliate with student chapters of various professional organizations and technical societies.

Junior College

PROPOSED COLLEGE LIBERAL ARTS BUILDING

Junior College Program

ADMISSION PROCEDURES

Applicants are encouraged to complete admission procedures as early as possible. Applications will be accepted from high school students during the second semester of the junior year or during the senior year. Others may apply at any time during the year preceding enrollment. At the latest, all data should be on file six weeks before initial enrollment.

1. Complete in detail the student *Application Form* (Form A-1) and return it to the Dean of Student Affairs with the application fee of $5. The application fee is not refundable but will be applied toward your general fees at the time of your first enrollment. Sign the application as you would a business letter; and, if you are under 21 years of age, be sure the form is signed by your parent or guardian.
2. Have your high school principal complete and mail a *Secondary School Record* (Form A-2) directly to Davidson County Community College. If you are in your final year of preparatory schooling, a preliminary record should be sent in support of your application, with the understanding that it is to be supplemented after your graduation.
3. High school graduation or the equivalent is required for admission to all two-year programs. If you have completed high school other than through an accredited secondary school, you should furnish the College with an *official record.*
4. Request that any previously attended college, university, or technical institute furnish the College with a complete *transcript* of your work.
5. See that a *Medical Form* (Form A-3) is properly completed and returned to the College. Part I should be completed by the applicant. Part II should be completed by a physician. Be sure that Part III is properly signed.
6. Take the *Scholastic Aptitude Test* (Morning Part) of the College Entrance Examination Board. It is recommended that this test be completed by January of the Senior year. Request the College Entrance Examination Board (Box 582, Princeton, New Jersey) to forward these scores to Davidson County Community College.
7. The Community College follows an "open door" policy.

No student will be excluded from the college because of his score on any test; however, before any student is permitted to register for a class, he must take the School and College Ability Test (SCAT) and other aptitute tests. The completion of these tests is necessary because the results are essential in determining whether the prospective student lacks preparation for the successful completion of college level work. The SCAT test is given at the College. If placement test results indicate that a student is inadequately prepared to handle college level work, he may be asked to enroll in non-credit courses offered through the Developmental Studies Program at the College.

8. Information in regard to any type of financial aid should be requested from the College. In making inquiry about the possibility of financial aid, a letter giving fairly complete information about your needs and qualifications should be addressed to the financial aid officer. You will be provided with the necessary forms upon request.

DESCRIPTIONS OF THE PROGRAMS

In the first two years of college, students secure a general education in areas of humanities, social studies, science, and mathematics; in addition, they begin specialized work in their own particular fields of interest. It is the aim of the College to provide quality instruction in these areas for transfer credit to senior institutions.

Davidson County Community College promotes a series of counselor-student conferences to help the student plan his program for transfer to the college or university of his choice.

The North Carolina Community College Advisory Council has recommended a core of academic areas to be included in the curricula of all transfer students. The student is eligible for the Associate Degree when he has completed the required number of quarter hours for graduation and the minimum in each area listed below:

Communications — 9 Quarter Hours

English Composition 101, 102, 103
(required of all students)

Humanities — 10 Quarter Hours

This requirement is met by a sequence in language or the following courses:

English 201, 202, 211

Philosophy 101, 201
Art 101, 102

Social Science
History 101, 102, 103 recommended 9 Quarter Hours

Physical Science, Mathematics and
Biological Science *21 Quarter Hours

*This requirement is met by taking two of the three fields; at least 12 hours must be taken in laboratory science, either Biological or Physical.

TUITION AND FEES

Since the school receives financial support from local, state, and federal sources, tuition is kept at a minimum. Tuition charges are set by the State Board of Education and are subject to change without notice. The tuition schedule is as follows:

Resident (15 quarter hours or more)	$ 40.00 per quarter
Non-Resident (15 quarter hours or more)	$100.00 per quarter
Resident (less than 15 quarter hours)	$ 2.67 per quarter hour
Non-Resident (less than 15 quarter hours)	$ 6.68 per quarter hour
Registration (annual)	$ 2.00
Insurance (annual)	$ 2.00
Activity Fee (annual)	$ 10.00

COLLEGE PARALLEL CURRICULUMS

General Curriculum

This program is designed for those students who do not have a definite educational objective. It is so organized to meet the general educational requirements of the College as well as provide sufficient electives to explore various fields of interest. All such courses are readily transferable to senior institutions.

First Year

Fall Quarter		Winter Quarter		Spring Quarter	
Course	Hours	Course	Hours	Course	Hours
English 101	3	English 102	3	English 103	3
History 101	3	History 102	3	History 103	3
Biology 101 or Chemistry 101	4	Biology 102 or Chemistry 102	4	Biology 103 or Chemistry 103	4
Art 105	5	Music 111	5	Philosophy 101	5
P. Ed. 101	1	P. Ed. 102	1	P. Ed. 103	1
	16		16		16

Second Year

Fall Quarter		Winter Quarter		Spring Quarter	
Course	Hours	Course	Hours	Course	Hours
English 201	5	English 202	5	English 111	3
Mathematics 101	3	Mathematics 102	3	Mathematics 103	3
Psychology 201	5	Sociology 201	5	Political Science 101	5
P. Ed. 201	1	P. Ed. 202	1	P. Ed. 203	1
Electives	3-5	Electives	3-5	Electives	5-7
	17-19		17-19		17-19

Liberal Arts

This program is designed for students who have definite plans for transferring to a liberal arts college or university for the third and fourth years.

First Year

Fall Quarter		Winter Quarter		Spring Quarter	
Course	Hours	Course	Hours	Course	Hours
English 101	3	English 102	3	English 103	3
History 101	3	History 102	3	History 103	3
Biology 101 or Physical Science 101	4	Biology 102 or Physical Science 102	4	Biology 103 or Physical Science 103	4
Foreign Language 101	3	Foreign Language 102	3	Foreign Language 103	3
Psychology 201	5	P. Ed. 102	1	P. Ed. 103	1
P. Ed. 101	1	Elective	3-5	Elective	3-5
	19		17-19		17-19

Second Year

Fall Quarter		Winter Quarter		Spring Quarter	
Course	Hours	Course	Hours	Course	Hours
English 201	5	English 202	5	English 111	3
Mathematics 101	3	Mathematics 102	3	Mathematics 103	3
Foreign Language 201	3	Foreign Language 202	3	Foreign Language 203	3
Sociology 201	5	Humanities	5	Humanities	5
P. Ed. 201	1	P. Ed. 202	1	P. Ed. 203	1
				Elective	1-3
	17		17		16-18

Business Administration

This program is designed for the student to transfer to a college of business administration with no loss of credit. Business education majors should generally follow this program with some modifications depending upon their particular needs.

First Year

Fall Quarter		Winter Quarter		Spring Quarter	
Course	Hours	Course	Hours	Course	Hours
English 101	3	English 102	3	English 103	3
History 101	3	History 102	3	History 103	3
Mathematics 101	3	Mathematics 102	3	Mathematics 103	3
Biology 101 or Chemistry 101	4	Biology 102 or Chemistry 102	4	Biology 103 or Chemistry 103	4
Economics 201	3	Economics 202	3	Economics 203	3
P. Ed. 101	1	P. Ed. 102	1	P. Ed. 103	1
	17		17		17

Second Year

Fall Quarter		Winter Quarter		Spring Quarter	
Course	Hours	Course	Hours	Course	Hours
English 201	5	English 202	5	English 111	3
Mathematics 115	5	Business 202	3	Business 203	3
Business 201	3	Business 212	4	Business 213	4
Business 211	4	P. Ed. 202	1	P. Ed. 203	1
P. Ed. 201	1	Electives	3-5	Electives	5-7
	18		16-18		16-18

Engineering, Mathematics or Science

The following program is subject to modification, depending upon the student's academic background and the requirements of the institution to which he plans to transfer.

First Year

Fall Quarter		Winter Quarter		Spring Quarter	
Course	Hours	Course	Hours	Course	Hours
English 101	3	English 102	3	English 103	3
History 101	3	History 102	3	History 103	3
Mathematics 111	5	Mathematics 112	5	Mathematics 115	5
Chemistry 101	4	Chemistry 102	4	Chemistry 103	4
P. Ed. 101	1	Engineering 101	3	Engineering 102	3
	16	P. Ed. 102	1	P. Ed. 103	1
			19		19

Second Year

Fall Quarter		Winter Course		Spring Quarter	
Course	Hours	Course	Hours	Course	Hours
English 201	5	English 202	5	English 111	3
Mathematics 201	5	Mathematics 202	5	Mathematics 203	5
Physics 201	4	Physics 202	4	Physics 203	4
P. Ed. 201	1	P. Ed. 202	1	Psychology 201	5
Electives	3	Electives	3	P. Ed. 203	1
	18		18		18

TRANSFER OF CREDIT

Students taking courses at the College should be able to transfer to a senior institution with junior status after completing two years of credit work (96 quarter hours with a grade of "C" or better).

A student expecting to transfer to a senior college is advised to examine carefully the current catalog of the particular college he expects to enter and to follow as closely as possible its particular recommendations for programs of study. Counselors and faculty members are prepared to advise students but the final responsibility for credit course selection is left to the student.

COURSE DESCRIPTIONS

The courses listed below constitute the content of the College Transfer Program. Freshman-level courses are numbered 100 through 199 and sophomore courses from 200 through 299. Courses should be pursued in normal sequence with prerequisite courses taken as indicated.

One quarter hour of credit is earned for a class meeting one hour each week for the duration of the quarter. For laboratory courses, with the exception of science and modern foreign languages, one credit hour will equal two hours of laboratory time.

Provided for each course is the following information: subject number, title, number of hours credit and in parentheses, the number of lecture hours and the number of laboratory hours each week.

ART

ART 101 Introduction to Art 5 Qtr. Hrs. Credit (5-0)

A survey of the various visual art forms with illustrations. Prerequisite to all other art courses.

ART 102 Art History 5 Qtr. Hrs.Credit (5-0)

An introduction to the architecture and sculpture of the preclassic, Greek, Roman, Medieval, Renaissance, American, and Contemporary periods; and a survey of the major schools of painting.

ART 103 Drawing and Design 3 Qtr. Hrs. Credit (0-6)

A practical course in drawing utilizing principles of design.

ART 201 Intermediate Drawing and Painting 3 Qtr. Hrs. Credit (0-6)

Studio work dealing with the fundamental concepts and techniques of drawing and painting.

ART 202 Introduction to Figure Sketching 3 Qtr. Hrs. Credit (0-6)

Problems in drawing and painting from human models.

ART 203 Intermediate Composition 3 Qtr. Hrs. Credit (0-6)

Creative composition in oils.

ART 204 Crafts 3 Qtr. Hrs. Credit (0-6)

The application of design principles to crafts and the use of craft materials and tools.

ART 205 Ceramics 3 Qtr. Hrs. Credit (0-6)

Clay work as a means of expression. Development of skills in forming, firing, and glazing are emphasized.

ART 206 Sculpture 3 Qtr. Hrs. Credit (0-6)

An introductory course in sculpturing utilizing wood, clay, stone, plastics, and metal as media.

ART 207 Interior Decorating 3 Qtr. Hrs. Credit (2-2)

A course designed to provide the student with a background in the selection, purchase, and utilization of furniture and other decorative materials for the home.

BIOLOGY

BIO 101-102-103 General Biology 4 Qtr. Hrs. Credit Each (3-3)

Designed to acquaint the student with fundamental principles of life. Offers the molecular and cellular basis of biology pursuing, among other details, particulars in matter and energy, protoplasm, cell structure, cell physiology, cell reproduction, genetics, and concepts of evolution to provide proper reference for further work in the field of biology.

BIO 105 General Botany 4 Qtr. Hrs. Credit (3-3)

Both a specific and general survey of the entire plant kingdom dealing with structure, function, reproduction, and general botanical principles.

BIO 106 General Zoology 5 Qtr. Hrs. Credit (3-6)

An introduction to the study of perchordates and chordates with emphasis on the classification, anatomy, and physiology of selected types.

BIO 201-202 Human Anatomy and Physiology 4 Qtr. Hrs. Credit Each (3-3)

Fundamentals of anatomy and physiology of the human body as an integrated unit and a study of the interlocking relationships between structure and function.

BIO 211 General Bacteriology 5 Qtr. Hrs. Credit (3-6)

A study of pathogenic and non-pathogenic bacteria with consideration of: molds, viruses, morphology, reproduction, environmental effects, and physiological properties.

BUSINESS

BUS 101 Typewriting I 3 Qtr. Hrs. Credit (5-0)

Fundamental principles of touch typewriting with emphasis on the proper manipulation of the keyboard, operation of the machine, and development of accuracy.

BUS 102 Typewriting II 3 Qtr. Hrs. Credit (5-0)

Continuation of the fundamental skills with emphasis on developing speed. The writing of business letters and typing office forms and reports. Prerequisite: Business 101

BUS 103 Typewriting III 3 Qtr. Hrs. Credit (5-0)

Production typing with emphasis on speed and accuracy. Prerequisite: Business 102.

BUS 104 Shorthand I 3 Qtr. Hrs. Credit (5-0)

A study of elementary Gregg shorthand. The principles of shorthand are mastered. Drills in reading, writing, and transcription are emphasized. The minimum speed goal for this course is 40 words a minute.

BUS 105 Shorthand II 3 Qtr. Hrs. Credit (5-0)

Dictation and transcription with a review of shorthand theory. Further development of accuracy, speed, neatness, and comprehension. A minimum dictation rate of 60 words a minute is required. Prerequisite: BUS 104.

BUS 106 Shorthand III 3 Qtr. Hrs. Credit (5-0)

Intensive drill in the production of mailable transcripts. A minimum dictation rate of 80 words a minute must be consistently maintained with a high degree of accuracy. Prerequisite: BUS 105.

BUS 111 Introduction to Business 5 Qtr. Hrs. Credit (5-0)

An introduction to the areas of accounting, business finance, economics, transportation, management, marketing, business law, and business education.

BUS 201-202-203 Principles of Business Law 3 Qtr. Hrs. Credit Each (3-0)

A study of the law of contracts, negotiable instruments, property, partnerships, agency, and the corporation.

BUS 211-212-213 Principles of Accounting 4 Qtr. Hrs. Credit Each (3-2)

Records of single proprietorships, partnerships, and corporations; year-end adjustments; work sheets; and preparation of financial statements.

CHEMISTRY

CHM 100 Foundations of Chemisty 4 Qtr. Hrs. Credit (3-3)

A general survey of basic chemical principles, concepts and their application.

CHM 101-102-103 General Chemistry 4 Qtr. Hrs. Credit Each (3-3)

Fundamental chemical principles, postulates, laws, descriptions, applications, and concepts of chemistry. The relationships of atomic structure to physical and chemical properties of the elements.

CHM 201 Qualitative Analysis 5 Qtr. Hrs. Credit (3-6)

A continuation of Chemistry 103. A study of selected elements and their compounds using a systematic scheme for the separation and identification of cations and anions and involving descriptive chemistry and chemical equilibrium. Prerequisite: CHM 103.

CHM 202 Quantative Analysis 5 Qtr. Hrs. Credit (3-6)

An introduction to volumetric, gravimetric, and modern analytical chemistry with emphasis on theory, practice, procedures, and analytic calculations.

CHM 211-212-213 Organic Chemistry 4 Qtr. Hrs. Credit Each (3-3)

Basic facts, theory, techniques, and important applications of reactions of aliphatic and aromatic compounds and natural products. Properties, preparations, separation, and identification of various types of organic compounds. Prerequisite: CHM 201

ECONOMICS

ECO 201 Economic Principles I 3 Qtr. Hrs. Credit (3-0)

An introductory course with emphasis on macro-economic analysis. Survey of basic economic aspects such as the measurement of national income, business organizations, pricing mechanisms, money and banking, and monetary and fiscal policy.

ECO 202 Economic Principles II 3 Qtr. Hrs. Credit (3-0)

A more advanced course with emphasis on micro-economic analysis. Consideration is given to theories of production, equilibrium of the firm, cost and revenue, and the pricing of the productive factors.

ECO 203 Economic Principles III 3 Qtr. Hrs. Credit (3-0)

An examination of international trade, finance, and comparative economic systems.

EDUCATION

EDU 201 Introduction to Education 5 Qtr. Hrs. Credit (5-0)

A course designed to acquaint the prospective teacher with four major aspects of education: the teaching profession, the school system, the teacher, and the pupil.

EDU 202 Tests and Measurements 5 Qtr. Hrs. Credit (5-0)

A study of mental tests and educational measurements, the nature of measurements, the derivation of educational scales, the development of standardized tests, and the development of tests and measurements of ability and achievement in both elementary and high school subjects.

ENGINEERING

EGR 101 Engineering Drawing I 3 Qtr. Hrs. Credit (2-3)

A study is made of the graphical methods and techniques used in expressing, interpreting, and communicating engineering ideas with emphasis on multiview projection drawing and dimensioning.

EGR 102 Engineering Drawing II 3 Qtr. Hrs. Credit (2-3)

A continuation of the study of graphical methods with emphasis on pictorial representation, conventional practices, and graphic analysis. Prerequisite: Engineering 101.

ENGLISH

ENG 101 English Composition I 3 Qtr. Hrs. Credit (3-0)

Intensive study of and practice in effective expository writing, emphasizing principles of grammar, punctuation, and organization.

ENG 102 English Composition II 3 Qtr. Hrs. Credit (3-0)

Continuation of the study of composition, emphasizing interpretation and evaluation of expository, narrative, and creative writing. Prerequisite: ENG 101

ENG 103 English Composition III 3 Qtr. Hrs. Credit (3-0)

Further study in composition, emphasizing the writing of a research paper. Prerequisite: ENG 101 and ENG 102

ENG 111 Public Speaking 3 Qtr. Hrs. Credit (3-0)

Principles of effective communication with emphasis upon self-expression in conversation, interviewing, delegating and accepting, understanding, listening, questioning, presiding and in word usage.

ENG 201 Survey of English Literature I 5 Qtr. Hrs. Credit (5-0)

Selected authors through Milton. Chronological development of English literature with emphasis upon the most influential and outstanding writers. A study of the various genres to establish methods of analysis for interpretation, understanding, and appreciation.

ENG 202 Survey of English Literature II 5 Qtr. Hrs. Credit (5-0)

Selected authors from Swift to present. A continuation of ENG 201 with particular emphasis upon the development of modern literary styles.

ENG 211 American Literature 5 Qtr. Hrs. Credit (5-0)

The study of American literature as it developed national characteristics and its relationship to historical events. Emphasis upon influential and outstanding American writers and their interpretations of the American scene.

FRENCH

FRE 101-102-103 Elementary French 3 Qtr. Hrs. Credit Each (3-2)

A basic course. Essentials of French grammar, vocabulary, and idioms with emphasis on oral practice and aural comprehension. Reading of simple prose. Elementary composition.

FRE 104-105-106 Intermediate French 3 Qtr. Hrs. Credit Each (3-2)

Thorough review of grammar and composition. Conversational approach to contemporary French civilization. Reading from selected texts. Prerequisite: French 101-102-103 or two years of high school French.

FRE 201-202-203 Advanced French 3 Qtr. Hrs. Credit Each (3-2)

Practice in speaking and understanding French in practical situations. Intensive study of syntax and idioms as an aid to composition. Readings from literary texts. Prerequisite: French 106

GEOGRAPHY

GEO 101 Physical Geography 5 Qtr. Hrs. Credit (5-0)

Introductory study of the physical elements of geography as related to man and his activities. Emphasis upon natural resources and their effects on population distribution and economic activities.

GEO 102 Regional Geography 5 Qtr. Hrs. Credit (5-0)

Survey of the major regions of the world and how man makes use of the land. Special attention to the various peoples of the earth and the influence of topography, climate, and natural resources on their activities.

GEO 103 Economic Geography 5 Qtr. Hrs. Credit (5-0)

Study of man's economic activities and utilization of resources. Includes the study of the production, distribution, and consumption of agricultural, commercial, and industrial resources.

HISTORY

HIS 101-102-103 History of World Civilization 3 Qtr. Hrs. Credit Each (3-0)

Broad survey including the political, social, and cultural developments of the ancient and medieval civilizations from prehistoric man to the present. Emphasis upon the contributions of these earliest historical civilizations to modern civilization.

HIS 201-202-203 American History 3 Qtr. Hrs. Credit Each (3-0)

Survey of the evolution of America from its European backgrounds to the present. Emphasis on the influences and forces that have shaped the social, economic, and political development of America.

HIS 211 North Carolina History 5 Qtr. Hrs. Credit (5-0)

Survey of the political, social, economic, and educational developments in North Carolina from its earliest beginnings to the present day.

MATHEMATICS

MAT 101-102-103 Freshman Mathematics 3 Qtr. Hrs. Credit Each (3-0)

Designed to give the essential mathematical background for college work in major fields other than engineering or physical science. Includes elementary set theory and reinforces the manipulative skills learned in elementary algebra. Greater emphasis in second and third courses upon algebraic equations and other fundamental algebraic and trigonometric concepts.

MAT 111 College Algebra 5 Qtr. Hrs. Credit (5-0)

A basic course in algebra providing foundation for advanced college mathematics. Includes exponents and radicals, quadratics, progressions, mathematical induction and the binomial theorem, logarithms, complex numbers, theory of equations, and partial fractions.

MAT 112 Trigonometry 5 Qtr. Hrs. Credit (5-0)

A study of the computational and analytical aspects of the trigonometry of the right and oblique triangles, including the trigonometric functions, graphs, identities, conditional trigonometric equations, and the inverse fractions.

MAT 115 Elementary Statistics 5 Qtr. Hrs. Credit (5-0)

A study of fundamental statistical methods, basic statistical distributions, measures of control tendency and dispersion, statistical inference, and sampling techniques.

MAT 201-202-203 Analytical Geometry and Calculus 5 Qtr. Hrs. Credit Each (5-0)

Integrated courses in the fundamentals of analytic geometry and calculus including applications of derivatives, differentials, indefinite integrals, definite integrals, equations of curves and conic section, differentiations of transcendental functions, polar coordinates, parametric equations, theory and applications of integrations, infinite series, solid analytic geometry, partial derivatives, multiple integrals, and introduction to differential equations. Prerequisite: Mathematics 112.

MAT 211 Differential Equations 5 Qtr. Hrs. Credit (5-0)

Introductory course in elementary differential equations including applications to geometry, physics, chemistry, and other applied fields. Prerequisite: Mathematics 203.

MUSIC

MUS 101-102-103 College Chorus 1 Qtr. Hr. Credit Each (0-2)

MUS 111 Music Appreciation 5 Qtr. Hrs. Credit (5-0)

An introduction to all phases of music and fundamentals which assist in the development of an understanding and appreciation for music.

MUS 121 Elementary Harmony and Analysis I 3 Qtr. Hrs. Credit (3-0)

An elementary course in basic music involving keyboard harmony, music reading, harmonization, creative work, and analysis.

MUS 122 Elementary Harmony and Analysis II 3 Qtr. Hrs. Credit (3-0)

A continuation of MUS 121 with emphasis on ear training.

MUS 123 Advanced Theory 3 Qtr. Hrs. Credit (3-0)

An advanced course which deals with chromatic harmonies, modulation, contrapuntal principles, composition, and analysis.

MUS 201-202-203 College Chorus 1 Qtr. Hr. Credit (0-2) Each

MUS 211 History of Music 5 Qtr. Hrs. Credit (5-0)

A survey course beginning with early Greek music and continuing through to Contemporary times.

PHYSICAL EDUCATION

P.ED 101-102-103 Service Course 1 Qtr. Hr. Credit Each (0-2)

The rules, skills, strategy, history, and terminology, of touch football, basketball, volleyball, softball, badminton, golf, gymnastics, and tumbling.

P.ED 105 Personal Hygiene 3 Qtr. Hrs. Credit (3-0)

Designed to present basic personal health knowledge and develop proper health habits and attitudes.

P.ED 111 Team Sports 1 Qtr. Hr. Credit (0-2)

(a) Basketball—history, rules, and strategy, as well as the fundamental skills.

(b) Football (Touch)—fundamentals of passing, receiving, kicking, and offensive and defensive play.

(c) Softball—fundamentals of pitching, catching, hitting, and rules of the game.

(d) Volleyball—fundamental skills, history, rules, and strategy of the game.

P.ED 201-202-203 Service Course 1 Qtr. Hr. Credit Each (0-2)
Refer to P.ED 101-102-103.

P.ED 211 Individual Sports 1 Qtr. Hr. Credit (0-2)
History, rules, strategy, and development of skills in one of the following: badminton, golf, tumbling, track and field.

P.ED 212 Folk and Square Dancing 1 Qtr. Hr. Credit (0-2)

P.ED 213 Social Dancing 1 Qtr. Hr. Credit (0-2)

PHILOSOPHY

PHI 101 Introduction to Philosophy 5 Qtr. Hrs. Credit (5-0)
A study of the fundamental problems of philosophy, emphasizing the importance of philosophical thinking for man's everyday experience; an examination of typical ideas and systems of ideas in terms of which men have sought to solve these problems.

PHI 201 Logic 5 Qtr. Hrs. Credit (5-0)
A study of the rational foundations of clear discourse and valid inference and their application to communication and reasoning in everyday life and the sciences.

PHI 202 Ethics 5 Qtr. Hrs. Credit (5-0)
A critical study of the chief theories of the nature and principles of moral living, with regard to both the good (s) valued and sought by man and the right way of acting (duty, the ought).

PHYSICS

PHY 201 General Physics I 4 Qtr. Hrs. Credit (3-3)
An introduction to systems of measurement, properties of matter (solids, liquids, and gases). Laboratory experiments in mass, pressure, and volume.

PHY 202 General Physics II 4 Qtr. Hrs. Credit (3-3)
Magnetism, electricity, and heat. Electron theory. Direct and alternating currents, series and parallel circuits. Heat temperature, and change of state. Laboratory experiments in resistance, voltage and current measurements, magnetic and electromagnetic effects, heat and temperature measurements and effects. Prerequisite: PHY 201.

PHY 203 General Physics III 4 Qtr. Hrs. Credit (3-3)
A study of light and sound wave motion, measurements of intensity, velocities, frequencies, and qualitative analysis. Prerequisite: PHY 201.

PHY 211 Mechanics 4 Qtr. Hrs. Credit (3-3)
A study of force, motion, work, power, and energy. Analysis of basic machines, friction, rotation, torque, and power transmission. Emphasis upon practical problem solutions. Prerequisite: PHY 201.

POLITICAL SCIENCE

POL 101 Introduction to Political Science 5 Qtr. Hrs. Credit (5-0)
An introductory analysis of the basic fundamentals and principles of political science. Theory and organization of the state, political dynamics, and the relationship of nation among nations.

POL 201 American National Government 5 Qtr. Hrs. Credit (5-0)
A study of the United States constitutional provisions for government

in the United States at the national level. The federal system, citizenship, civil rights, power procedures, and services of the national government.

POL 202 State and Local Government 5 Qtr. Hrs. Credit (5-0)

A study of the origin and subsequent development of state and local governmental theories. Particular emphasis upon the organizational structure of these governments in North Carolina and the importance of participation on the part of every citizen.

PSYCHOLOGY

PSY 201 General Psychology 5 Qtr. Hrs. Credit (5-0)

General characteristics of human behavior, including motivation, learning, development, emotion, thinking, perception and sensation, and measurement. Objectives: development of the ability to communicate accurately and scientifically about behavior; development of an understanding of and a capacity to use scientific ideas and processes as they apply to behavior and an understanding of the behavior of organisms. Prerequisite for all other psychology courses.

PSY 202 Child Psychology 5 Qtr. Hrs. Credit (5-0)

The development of the child in a modern democractic culture; the constant interplay between maturation and acculturation as they affect the growing child. The mental growth characteristics of the child's first twelve years. Age norms for orientation and interpretive purposes. Main emphasis: guidance of each individual child so that he may become a well integrated personality.

PSY 203 Adolescent Psychology 5 Qtr. Hrs. Credit (5-0)

The development processes and behavioral problems of the teen-age individual in his adjustments; the physical, social, and personality changes inherent in growing up.

PSY 204 Educational Psychology 5 Qtr. Hrs. Credit (5-0)

A course to acquaint the student with the more important findings of modern theorists, particularly as related to the learning process. Original tendencies, impulses, mental characteristics, laws of learning, transference of training, individual differences, exceptional children, and such psychological problems as concern the teacher.

PSY 205 Personnel Psychology 5 Qtr. Hrs. Credit (5-0)

Application of psychological principles to the problems of industry and business: work methods, fatigue, motivation and morale, job analysis, and performance measurement.

RELIGION

REL 201 Old Testament 5 Qtr. Hrs. Credit (5-0)

A general survey of the Old Testament with attention given to the types of literature, historical values, and the writings of the prophets. An introduction to the Hebrew-Christian heritage.

REL 202 The Life and Teaching of Christ 5 Qtr. Hrs. Credit (5-0)

A study of the life and teachings of Christ as recorded in the Gospels. Particular emphasis on Christ's parables and miracles, a study of the historical events of the Hellenistic world.

REL 203 Comparative Religion 5 Qtr. Hrs. Credit (5-0)

A comparative study of the major religions of the world, both ancient and

modern. An analysis of major religious concepts with attention given to the effects on contemporary history.

SOCIOLOGY

SOC 201 Principles of Sociology 5 Qtr. Ars. Credit (5-0)

A study of the factors which contribute to human behavior in a dynamic society. An analysis of social groups, social institutions, and social processes.

SOC 202 Social Problems 5 Qtr. Hrs. Credit (5-0)

A study devoted to the dynamics of change in society and subsequent problems, identification of major social problems and the consequent disorganizing effects of these problems on such areas of social life as ecology, inter-group reactions, institutional and interpersonal reactions.

SOC 203 Marriage and the Family 5 Qtr. Hrs. Credit (5-0)

A study of the social, psychological, and cultural aspects of the institution of marriage and family relations. Consideration of the family from its historical development and its adaptation to a changing culture.

SPANISH

SPA 101-102-103 Elementary Spanish 3 Qtr. Hrs. Credit Each (3-2)

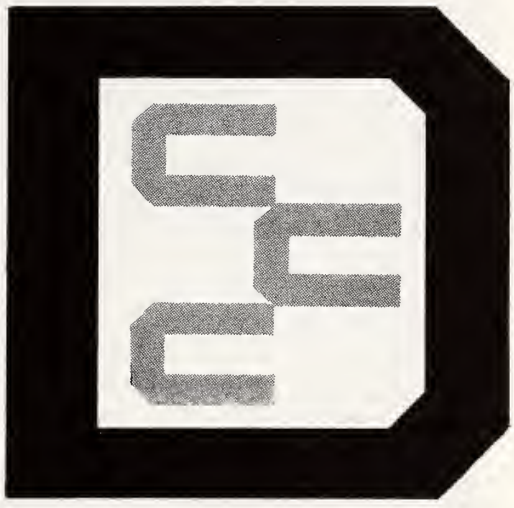
A basic course. Essentials of Spanish grammar, vocabulary, and idioms with emphasis on oral practice and aural comprehension. Reading of a simple prose. Elementary composition.

SPA 104-105-106 Intermediate Spanish 3 Qtr. Hrs. Credit Each (3-2)

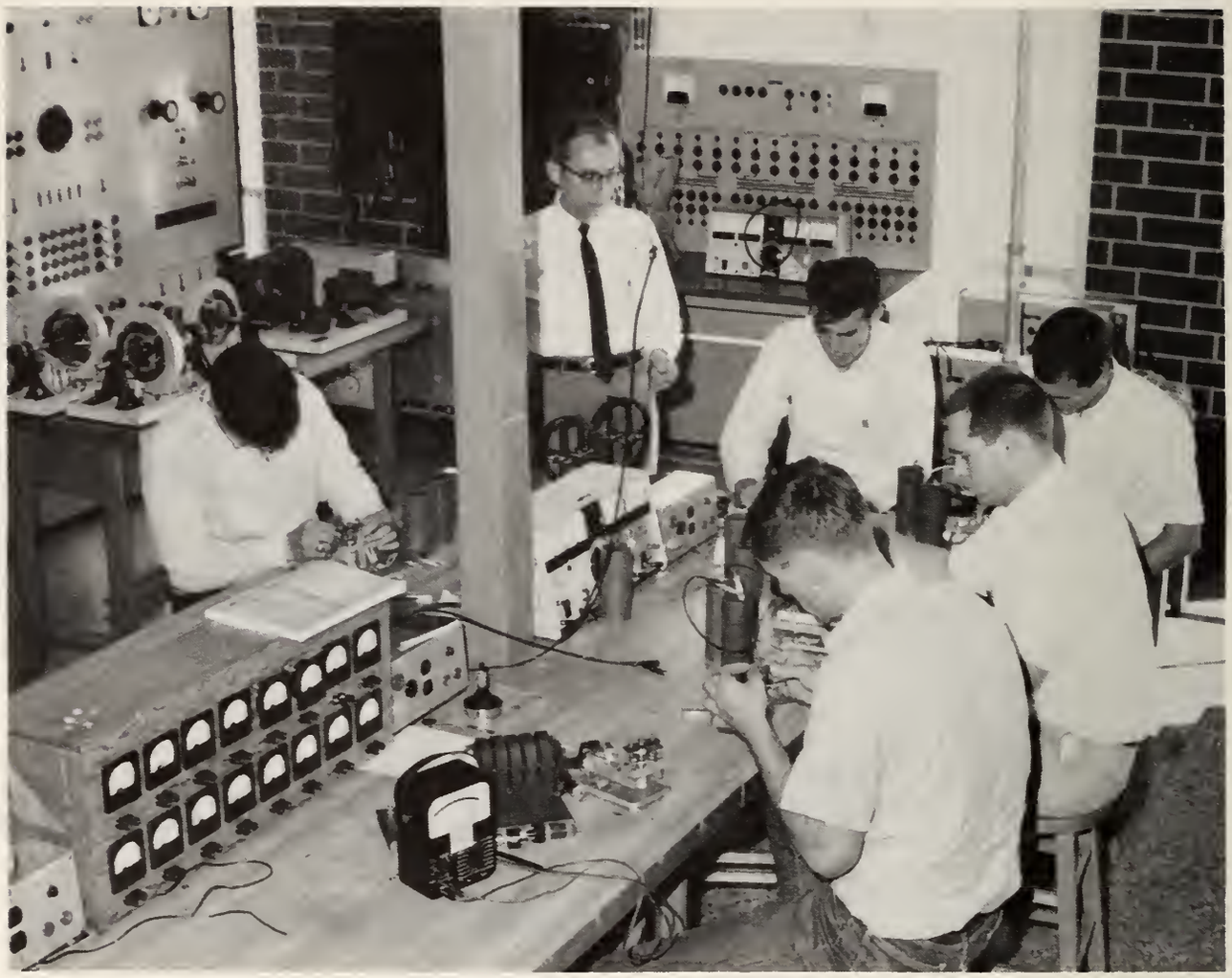
Thorough review of grammar and composition. Conversational approach to contemporary Spanish and Latin-American civilization. Readings from selected texts. Prerequisite: Spanish 101-102-103 or two years of high school Spanish.

SPA 201-202-203 Advanced Spanish. 3 Qtr. Hrs. Credit Each (3-2)

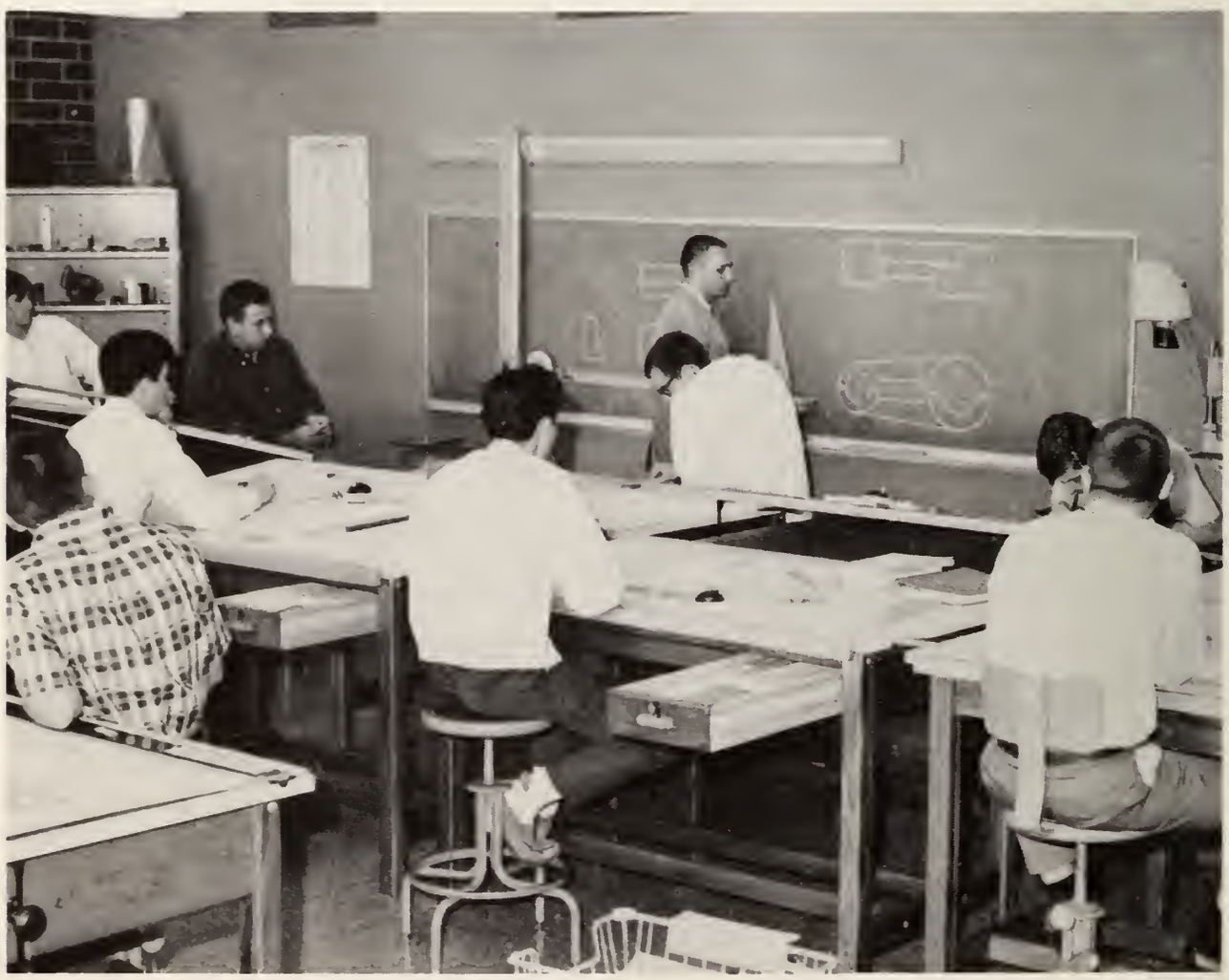
Practice in speaking and understanding Spanish in practical situations. Intensive study of syntax and idioms as an aid to composition. Readings from literary texts. Prerequisite: Spanish 106.



Technical Education



ELECTRONICS LABORATORY



DRAFTING LABORATORY

The Technical Division

Courses in the Technical Division are designed to meet the increasing demand in industry for high level industrial skills. The technician is a person whose chief interests and activities lie in the direction of testing, developing, and applying the operation of engineering and scientific processes. He will be exposed to such activities as drafting and design, installation and operation of equipment, estimating, and sales. These curriculums require two years for completion and are similar to professional engineering curriculums but briefer and more technical in content.

Students choosing to enter a technical program must meet educational and aptitude requirements applicable to the individual course of their choosing. Students must have a well rounded educational background in mathematics and science and possess adult maturity with a general aptitude for advanced training.

An Associate in Applied Science Degree is awarded upon completion of one of the following programs.

PROGRAMS OF STUDY

Accounting
Engineering and Technical Secretarial
Business Administration
Executive Secretarial
Legal Secretarial
Medical Secretarial
Electrical Technology
Mechanical Technology

ADMISSION PROCEDURES

Applicants are encouraged to complete admission procedures as early as possible. Applications will be accepted from high school students during the second semester of the junior year or during the senior year. Others may apply at any time during the year preceding enrollment. At the latest, all data should be on file six weeks before initial enrollment.

1. Complete in detail the student *Application Form* (Form A-1) and return it to the Dean of Student Affairs with the application fee of $5. The application fee is not refundable but will be applied toward your general fees at the time of your first enrollment. Sign the application as you would

a business letter, and, if you are under 21 years of age, be sure the form is signed by your parent or guardian.

2. Have your high school principal complete and mail a *Secondary School Record* (Form A-2) directly to Davidson County Community College. If you are in your final year of preparatory schooling, a preliminary record should be sent in support of your application, with the understanding that it is to be supplemented after your graduation.
3. High School graduation or the equivalent is required for admission to all two-year programs. If you have completed high school other than through an accredited secondary school, you should furnish the College with an *official record.*
4. Request that any previously attended college, university, or technical institute furnish the College with a complete *transcript* of your work.
5. See that a *Medical Form* (Form A-3) is properly completed and returned to the College. Part I should be completed by the applicant. Part II should be completed by a physician. Be sure that Part III is properly signed.
6. Take the *Scholastic Aptitude Test* (Morning Part) of the College Entrance Examination Board. It is recommended that this test be completed by January of the Senior year. Request the College Entrance Examination Board (Box 582, Princeton, New Jersey) to forward these scores to Davidson County Community College.
7. Go to your nearest Employment Security Office and ask to take the General Aptitude Test Battery. Request that your test scores on the GATB be sent directly to the Dean of Student Affairs or to the Employment Security Commission Manager, Thomasville or Lexington, North Carolina who in turn will send the scores to the College.
8. The Community College follows an "open door" policy. No student will be excluded from the college because of his test score on any test; however, before any student is permitted to register for a class, he must take the School and College Ability Test (SCAT) and other aptitute tests. The completion of these tests is necessary because the results are essential in determining whether the prospective student lacks preparation for the successful completion of college level work. The SCAT test is given at the College. If placement test results indicate that a student is inadequately prepared to handle college level work, he may be asked to enroll in non-credit courses offered through the Developmental Studies Program at the College.

9. Information in regard to any type of financial aid should be requested from the College. In making inquiry about the possibility of financial aid, a letter giving fairly complete information about your needs and qualifications should be addressed to the Dean of Student Affairs. You will be provided with the necessary forms upon request.

TUITION AND FEES

Since the school receives financial support from local, state, and federal sources, tuition is kept at a minimum. Tuition charges are set by the State Board of Education and are subject to change without notice. The tuition schedule is as follows:

Resident (15 quarter hours or more)	$ 30.00 per quarter
Non-Resident (15 quarter hours or more)	$ 75.00 per quarter
Resident (less than 15 quarter hours)	$ 2.00 per quarter hour
Non-Resident (less than 15 quarter hours)	$ 5.00 per quarter hour
Registration (annual)	$ 2.00
Insurance (annual)	$ 2.00
Activity Fee (annual)	$ 10.00

ACCOUNTING

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

Course Title		Hours Per Week		Quarter Hours
FIRST QUARTER		**Class**	**Lab.**	**Credit**
T-ENG 101	Grammar	3	0	3
T-BUS 102	Typewriting (Or Elective)	2	3*	3
T-MAT 110	Business Mathematics	5	0	5
T-BUS 101	Introduction to Business	5	0	5
T-ECO 102	Economics	3	0	3
		18	3	19
SECOND QUARTER				
T-ENG 102	Composition	3	0	3
T-BUS 120	Accounting	5	2	6
T-ECO 104	Economics	3	0	3
T-BUS 115	Business Law	3	0	3
T-BUS 123	Business Finance	3	0	3
		17	2	18

THIRD QUARTER				
T-ENG 103	Report Writing	3	0	3
T-BUS 124	Business Finance	3	0	3
T-BUS 110	Office Machines	2	2	3
T-BUS 121	Accounting	5	2	6
T-BUS 116	Business Law	3	0	3
		16	4	18
FOURTH QUARTER				
T-ENG 204	Oral Communication	3	0	3
T-EDP 104	Introduction to Data Processing Systems	3	2	4
T-BUS 222	Accounting	5	2	6
_____	Elective	6	0	6
		17	4	19
FIFTH QUARTER				
T-ENG 206	Business Communication	3	0	3
_____	Social Science Elective	3	0	3
T-BUS 223	Accounting	5	2	6
T-BUS 225	Cost Accounting	3	2	4
T-BUS 235	Business Management	3	0	3
		17	4	19
SIXTH QUARTER				
_____	Social Science Elective	3	0	3
T-BUS 229	Taxes	3	2	4
T-BUS 269	Auditing	3	2	4
_____	Elective	4	0	4
		13	4	15
	Total Quarter Hours in Courses			98
	Electives (Min.)			10
	Total			108

* Manipulative Laboratory

BUSINESS ADMINISTRATION

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

Course Title		Hours Per Week		Quarter Hours
FIRST QUARTER		**Class**	**Lab.**	**Credit**
T-ENG 101	Grammar	3	0	3
T-BUS 102	Typewriting (or Elective)	2	3*	3
T-MAT 110	Business Mathematics	5	0	5
T-BUS 101	Introduction to Business	5	0	5
T-ECO 102	Economics	3	0	3
		18	3	19
SECOND QUARTER				
T-ENG 102	Composition	3	0	3
T-BUS 120	Accounting	5	2	6
T-ECO 104	Economics	3	0	3
T-BUS 115	Business Law	3	0	3
T-BUS 123	Business Finance	3	0	3
		17	2	18

THIRD QUARTER				
T-ENG 103	Report Writing	3	0	3
T-BUS 124	Business Finance	3	0	3
T-BUS 110	Office Machines	2	2	3
T-BUS 121	Accounting	5	2	6
T-BUS 116	Business Law	3	0	3
		16	4	18
FOURTH QUARTER				
T-ENG 204	Oral Communication	3	0	3
T-BUS 232	Sales Development	3	0	3
T-EDP 104	Introduction to Data Processing Systems	3	2	4
T-BUS 239	Marketing	5	0	5
_____	Elective	3	0	3
		17	2	18
FIFTH QUARTER				
T-ENG 206	Business Communication	3	0	3
_____	Social Science Elective	3	0	3
T-BUS 243	Advertising	3	2	4
T-BUS 235	Business Management	3	0	3
_____	Elective	3	0	3
		15	2	16
SIXTH QUARTER				
_____	Social Science Elective	3	0	3
T-BUS 229	Taxes	3	2	4
T-BUS 272	Principles of Supervision	3	0	3
T-BUS 271	Office Management	3	0	3
_____	Elective	6	0	6
		18	2	19
	Total Quarter Hours in Courses			96
	Electives (Min.)			12
	Total			108

* Manipulative Laboratory

ENGINEERING AND TECHNICAL SECRETARIAL

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

	Course Title	Hours Per Week		Quarter Hours
FIRST QUARTER		Class	Lab.	Credit
T-ENG 101	Grammar	3	0	3
T-BUS 102	Typewriting (Or Elective)	2	3*	3
T-MAT 110	Business Mathematics	5	0	5
T-BUS 101	Introduction to Business	5	0	5
T-BUS 106	Shorthand (Or Elective)	3	2	4
		18	5	20
SECOND QUARTER				
T-ENG 102	Composition	3	0	3
T-BUS 103	Typewriting (Or Elective)	2	3*	3
T-BUS 107	Shorthand	3	2	4
T-BUS 120	Accounting	5	2	6
T-BUS 115	Business Law	3	0	3
		16	7	19

THIRD QUARTER				
T-ENG 103	Report Writing	3	0	3
T-BUS 104	Typewriting	2	3*	3
T-BUS 108	Shorthand	3	2	4
T-BUS 110	Office Machines	2	2	3
T-BUS 112	Filing	3	0	3
T-BUS 183T	Terminology and Vocabulary (Technical)	3	0	3
		16	7	19
FOURTH QUARTER				
T-ENG 204	Oral Communication	3	0	3
T-BUS 206T	Dictation and Transcription (Technical)	3	2	4
T-BUS 205	Advanced Typewriting	2	3*	3
T-BUS 211	Office Machines	2	2	3
T-EDP 104	Introduction to Data Processing Systems	3	2	4
		13	9	17
FIFTH QUARTER				
T-ENG 206	Business Communication	3	0	3
T-BUS 207T	Dictation and Transcription (Technical)	3	2	4
T-BUS 214	Secretarial Procedures	3	2	4
_____	Social Science Elective	3	0	3
_____	Elective	3	0	3
		15	4	17
SIXTH QUARTER				
_____	Social Science Elective	3	0	3
T-BUS 208T	Dictation and Transcription (Technical)	3	2	4
T-BUS 271	Office Management	3	0	3
_____	Elective	6	0	6
		15	2	16
	Total Quarter Hours in Courses			99
	Electives (Min.)			9
	Total			108

* Manipulative Laboratory

EXECUTIVE SECRETARIAL

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

Course Title		Hours Per Week		Quarter Hours
FIRST QUARTER		**Class**	**Lab.**	**Credit**
T-ENG 101	Grammar	3	0	3
T-BUS 102	Typewriting (Or Elective)	2	3*	3
T-MAT 110	Business Mathematics	5	0	5
T-BUS 101	Introduction to Business	5	0	5
T-BUS 106	Shorthand (Or Elective)	3	2	4
		18	5	20

SECOND QUARTER				
T-ENG 102	Composition	3	0	3
T-BUS 103	Typewriting (Or Elective)	2	3*	3
T-BUS 107	Shorthand	3	2	4
T-BUS 120	Accounting	5	2	6
T-BUS 115	Business Law	3	0	3
		16	7	19
THIRD QUARTER				
T-ENG 103	Report Writing	3	0	3
T-BUS 104	Typewriting	2	3*	3
T-BUS 108	Shorthand	3	2	4
T-BUS 110	Office Machines	2	2	3
T-BUS 112	Filing	3	0	3
		13	7	16
FOURTH QUARTER				
T-ENG 204	Oral Communication	3	0	3
T-BUS 206E	Dictation and Transcription (Executive)	3	2	4
T-BUS 205	Advanced Typewriting	2	3*	3
T-BUS 211	Office Machines	2	2	3
T-EDP 104	Introduction to Data Processing Systems	3	2	4
		13	9	17
FIFTH QUARTER				
T-ENG 206	Business Communication	3	0	3
T-BUS 207E	Dictation and Transcription (Executive)	3	2	4
T-BUS 214	Secretarial Procedures	3	2	4
_____	Social Science Elective	3	0	3
_____	Elective	6	0	6
		18	4	20
SIXTH QUARTER				
_____	Social Science Elective	3	0	3
T-BUS 208E	Dictation and Transcription (Executive)	3	2	4
T-BUS 271	Office Management	3	0	3
_____	Elective	6	0	6
		15	2	16
	Total Quarter Hours in Courses			96
	Electives (Min.)			12
	Total			108

* Manipulative Laboratory

LEGAL SECRETARIAL

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

	Course Title	Hours Per Week		Quarter Hours Credit
FIRST QUARTER		**Class**	**Lab.**	
T-ENG 101	Grammar	3	0	3
T-BUS 102	Typewriting (Or Elective)	2	3*	3
T-MAT 110	Business Mathematics	5	0	5
T-BUS 101	Introduction to Business	5	0	5
T-BUS 106	Shorthand (Or Elective)	3	2	4
		18	5	20

SECOND QUARTER				
T-ENG 102	Composition	3	0	3
T-BUS 103	Typewriting (Or Elective)	2	3*	3
T-BUS 107	Shorthand	3	2	4
T-BUS 120	Accounting	5	2	6
T-BUS 115	Business Law	3	0	3
		16	7	19
THIRD QUARTER				
T-ENG 103	Report Writing	3	0	3
T-BUS 104	Typewriting	2	3*	3
T-BUS 108	Shorthand	3	2	4
T-BUS 110	Office Machines	2	2	3
T-BUS 112	Filing	3	0	3
T-BUS 183L	Terminology and Vocabulary (Legal)	3	0	3
		16	7	19
FOURTH QUARTER				
T-ENG 204	Oral Communication	3	0	3
T-BUS 206L	Dictation and Transcription (Legal)	3	2	4
T-BUS 205	Advanced Typewriting	2	3*	3
T-BUS 211	Office Machines	2	2	3
T-EDP 104	Introduction to Data Processing Systems	3	2	4
		13	9	17
FIFTH QUARTER				
T-ENG 206	Business Communication	3	0	3
T-BUS 207L	Dictation and Transcription (Legal)	3	2	4
T-BUS 214	Secretarial Procedures	3	2	4
_____	Social Science Elective	3	0	3
_____	Elective	3	0	3
		15	4	17
SIXTH QUARTER				
_____	Social Science Elective	3	0	3
T-BUS 208L	Dictation and Transcription (Legal)	3	2	4
T-BUS 271	Office Management	3	0	3
_____	Elective	6	0	6
		15	2	16
	Total Quarter Hours in Courses			99
	Electives (Min.)			9
	Total			108

* Manipulative Laboratory

MEDICAL SECRETARIAL

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

Course Title		Hours Per Week		Quarter Hours Credit
FIRST QUARTER		**Class**	**Lab.**	
T-ENG 101	Grammar	3	0	3
T-BUS 102	Typewriting (Or Elective)	2	3*	3
T-MAT 110	Business Mathematics	5	0	5
T-BUS 101	Introduction to Business	5	0	5
T-BUS 106	Shorthand (Or Elective)	3	2	4
		18	5	20

SECOND QUARTER

T-ENG 102	Composition	3	0	3
T-BUS 103	Typewriting (Or Elective)	2	3*	3
T-BUS 107	Shorthand	3	2	4
T-BUS 120	Accounting	5	2	6
T-BUS 115	Business Law	3	0	3
		16	7	19

THIRD QUARTER

T-ENG 103	Report Writing	3	0	3
T-BUS 104	Typewriting	2	3*	3
T-BUS 108	Shorthand	3	2	4
T-BUS 110	Office Machines	2	2	3
T-BUS 112	Filing	3	0	3
T-BUS 183M	Terminology and Vocabulary (Medical)	3	0	3
		16	7	19

FOURTH QUARTER

T-ENG 204	Oral Communication	3	0	3
T-BUS 206M	Dictation and Transcription (Medical)	3	2	4
T-BUS 205	Advanced Typewriting	2	3*	3
T-BUS 211	Office Machines	2	2	3
T-EDP 104	Introduction to Data Processing Systems	3	2	4
T-BUS 284M	Terminology and Vocabulary (Medical)	3	0	3
		16	9	20

FIFTH QUARTER

T-ENG 206	Business Communication	3	0	3
T-BUS 207M	Dictation and Transcription (Medical)	3	2	4
T-BUS 214	Secretarial Procedures	3	2	4
_____	Social Science Elective	3	0	3
_____	Elective	3	0	3
		15	4	17

SIXTH QUARTER

_____	Social Science Elective	3	0	3
T-BUS 208M	Dictation and Transcription (Medical)	3	2	4
T-BUS 271	Office Management	3	0	3
_____	Elective	3	0	3
		12	2	13
	Total Quarter Hours in Courses			102
	Electives (Min.)			6
	Total			108

* Manipulative Laboratory

MECHANICAL TECHNOLOGY—Drafting & Design

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

	Course Title	Hours Per Week		Quarter Hours
FIRST QUARTER		**Class**	**Lab.**	**Credit**
T-ENG 101	Grammar	3	0	3
T-MAT 101	Technical Mathematics	5	0	5
T-PHY 101	Physics: Properties of Matter	3	2	4
T-DFT 101	Technical Drafting	0	6*	2
T-MEC 101	Machine Processes	0	6*	2
		11	14	16
SECOND QUARTER				
T-ENG 102	Composition	3	0	3
T-MAT 102	Technical Mathematics	5	0	5
T-PHY 102	Physics: Work, Energy, Power	3	2	4
T-DFT 102	Technical Drafting	0	6*	2
T-MEC 102	Machine Processes	0	6*	2
		11	14	16
THIRD QUARTER				
T-ENG 103	Report Writing	3	0	3
T-MAT 103	Technical Mathematics	5	0	5
T-PHY 103	Physics: Electricity	3	2	4
T-PHY 106	Applied Mechanics	5	0	5
T-DFT 103	Technical Drafting	0	6*	2
		16	8	19
FOURTH QUARTER				
T-ENG 204	Oral Communication	3	0	3
T-DFT 201	Technical Drafting	2	6*	4
T-DFT 204	Descriptive Geometry	2	4	4
T-MEC 205	Strength of Materials	3	2	4
T-MEC 210	Physical Metallurgy I	3	3*	4
		13	15	19
FIFTH QUARTER				
_____	Social Science Elective	3	0	3
T-DFT 205	Design Drafting I	2	6*	4
T-DFT 211	Mechanisms	3	2	4
T-MEC 211	Physical Metallurgy II	3	3*	4
_____	Elective			4
		11	11	19
SIXTH QUARTER				
_____	Social Science Elective	3	0	3
T-DFT 206	Design Drafting II	2	6*	4
T-MEC 235	Hydraulics & Pneumatics	3	3*	4
_____	Elective			4
_____	Elective			4
		8	9	19
	Total Quarter Hours in Courses			96
	Minimum Electives			12
	Total			108

* Manipulative Laboratory

ELECTRICAL TECHNOLOGY

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

Course Title			Hours Per Week		Quarter Hours
FIRST QUARTER			**Class**	**Lab.**	**Credit**
T-ENG	101	Grammar	3	0	3
T-MAT	101	Technical Mathematics	5	0	5
T-PHY	101	Physics: Properties of Matter	3	2	4
T-DFT	101	Technical Drafting	0	6*	2
T-ELC	101	Fundamentals of Electricity	4	4 or 6	6
			15	12 or 14	20
SECOND QUARTER					
T-ENG	102	Composition	3	0	3
T-MAT	102	Technical Mathematics	5	0	5
T-PHY	102	Physics: Work, Energy, Power	3	2	4
T-DFT	102	Technical Drafting	0	6*	2
T-ELC	102	Fundamentals of Electricity	4	4 or 6	6
			15	12 or 14	20
THIRD QUARTER					
T-ENG	103	Report Writing	3	0	3
T-MAT	103	Technical Mathematics	5	0	5
T-ELN	101	Electronic Instruments and Measurements	1	4 or 6	3
T-ELN	105	Control Devices	5	4 or 6	7
			14	8 or 12	18
FOURTH QUARTER					
T-ENG	204	Oral Communication	3	0	3
T-MAT	201	Technical Mathematics	5	0	5
T-PHY	104	Physics: Light and Sound	3	2	4
T-ELC	215	Electrical Machines	5	3	6
			16	5	18
FIFTH QUARTER					
————		Social Science Elective	3	0	3
T-ELC	225	Electrical Controls and Circuits	3	3	4
T-ELN	208	Industrial Electronics	5	3	6
————		Elective			3
			11	6	16
SIXTH QUARTER					
————		Social Science Elective	3	0	3
T-ELC	235	Planning Electrical Installations	3	6	5
T-ELC	230	Electrical Power Systems	4	3	5
————		Elective			3
			10	9	16
		Total Quarter Hours in Courses			102
		Electives (Min.)			6
		Total			108

* Manipulative Laboratory.

TECHNICAL COURSE DESCRIPTIONS

The courses listed below constitute the content of the Technical Program. Freshman-level courses are numbered 100 through 199 and sophomore courses from 200 through 299. Courses should be pursued in normal sequence with prerequisite courses taken as indicated.

One quarter hour of credit is earned for a class meeting one hour each week for the duration of the quarter with the exception of regular laboratories and "manipulative laboratories." "Manipulative laboratory" involves development of skills and job proficiency. Credit of one quarter hour is given for each three of these laboratory hours; one quarter hour is given for each two regular laboratory hours.

Provided for each course is the following information: subject number, title, number of hours of credit and in parentheses, the number of lecture hours and the number of laboratory hours each week.

BUSINESS

T-BUS 101 Introduction to Business Credit 5(5-0)

A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organization, and management. Prerequisite: None.

T-BUS 102 Typewriting Credit 3(2-3*)

Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts. Prerequisite: None.

T-BUS 103 Typewriting Credit 3(2-3*)

Emphasis on the development of speed and accuracy with further mastery of correct typewriting techniques. Application of these skills and techniques in tabulation, manuscript, correspondence, and business forms. Prerequisite: T-BUS 102 or the equivalent. Speed requirement, 30 words per minute for five minutes.

T-BUS 104 Typewriting Credit 3(2-3*)

Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. Production units in tabulation, manuscript, correspondence, and business forms. Prerequisite: T-BUS 103 or the equivalent. Speed requirement, 40 words per minute for five minutes.

T-BUS 106 Shorthand Credit 4(3-2)

A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases. Prerequisite: None.

T-BUS 107 Shorthand Credit 4(3-2)

Continued study of theory with greater emphasis on dictation and elementary transcription. Prerequisite: T-BUS 106 or the equivalent.

T-BUS 108 Shorthand Credit 4(3-2)

Theory and speed building. Introduction to office style dictation. Empha-

sis on development of speed in dictation and accuracy in transcription. Prerequisite: T-BUS 107.

T-BUS 110 Office Machines Credit 3(2-2)

A general survey of the business and office machines. Training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, and calculator. Prerequisite: None.

T-BUS 112 Filing Credit 3(3-0)

Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes and guides. Alphabetic, Triple Check, Automatic, Geographic, Subject, Soundex, and Dewey Decimal filing. Prerequisite: None.

T-BUS 115 Business Law Credit 3(3-0)

A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies. Prerequisite: None.

T-BUS 116 Business Law Credit 3(3-0)

Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights. Prerequisite: T-BUS 115.

T-BUS 120 Accounting Credit 6(5-2)

Principles, techniques, and tools of accounting for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises. To include practical application of the principles learned. Prerequisite: T-MAT 110.

T-BUS 121 Accounting Credit 6(5-2)

Partnership and corporation accounting including a study of payrolls, federal, and state taxes. Emphasis on the recording, summarizing, and interpreting data for management control rather than on bookkeeping skills. A showing of accounting services as they contribute to the recognition and solution of management problems. Prerequisite: T-BUS 120.

T-BUS 123 Business Finance Credit 3(3-0)

Financing of business units as individuals, partnerships, corporations, and trusts. A detailed study of short-term, long-term, and consumer financing. Prerequisite: None.

T-BUS 124 Business Finance Credit 3(3-0)

Financing, federal, state, and local government and the ensuing effects upon the economy. Factors affecting supply of funds, monetary, and credit policies. Prerequisite: T-BUS 123.

T-BUS 183E, 183L, 183M, 183T Terminology and Vocabulary Credit 3(3-0)

To develop an understanding of the terminology and vocabulary appropriate to the course of study, as it is used in business, technical, and professional offices. Prerequisite: T-BUS 107.

T-BUS 205 Advanced Typewriting Credit 3(2-3*)

Emphasis on the development of individual production rates. Learning the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. Review of letter forms, methods of duplication, statistical tabulation, and the typing of reports, manuscripts and legal documents. Prerequisite: T-BUS 104. Speed requirement, 50 words per minute for five minutes.

T-BUS 206E, 206L, 206M, 206T Dictation and Transcription Credit 4(3-2)

Development of the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation rate of 100 words per minute for five minutes on new material. Prerequisite: T-BUS 108.

T-BUS 207E, 207L, 207M, 207T Dictation and Transcription Credit 4(3-2)

Development of accuracy, speed, and vocabulary necessary to meet the stenographic requirements of business and professional offices. Minimum dictation rate of 110 words per minute for five minutes on new material. Prerequisite: T-BUS 206.

T-BUS 208E, 208L, 208M, 208T Dictation and Transcription Credit 4(3-2)

Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Minimum dictation rate of 120 words per minute required for five minutes on new material. Prerequisite: T-BUS 207.

T-BUS 211 Office Machines Credit 3(2-2)

Instructions in the operation of the bookkeeping-accounting machines, duplicating equipment, and the dictating and transcribing machines. Prerequisite: T-BUS 110.

T-BUS 214 Secretarial Procedures Credit 4(3-2)

Designed to acquaint the student with the responsibilities encountered by a secretary during the work day. Procedures included: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, and insurance claims. Prerequisite: None.

T-BUS 215E, 215L, 215M, 215T Office Application Credit 6(6-0)

During the sixth quarter only, assigned work in a business, technical, or professional office for six hours per week. The objective being to provide actual work experience for secretarial students and an opportunity for the practical application of the skills and knowledge previously learned, according to the course of study. Prerequisites: T-BUS 214, T-BUS 205, T-BUS 208, T-BUS 211.

T-BUS 217 Business Law Credit 3(3-0)

A study of the powers, policies, methods, and procedures used by the various federal, state and local administrative agencies in promoting and regulating business enterprises. Includes a consideration of the constitutional and statutory limitations on these bodies and judicial review of administrative action. Prerequisite: T-BUS 116.

T-BUS 219 Credit Procedures and Problems Credit 3(3-0)

Principles and practices in the extension of credit, collection procedures, and laws pertaining to credit extension and collection. Prerequisite: T-BUS 120.

T-BUS 222 Accounting Credit 6(5-2)

Thorough treatment of the field of general accounting, providing the necessary foundation for specialized studies that follow. Studies including the balance sheet, income and surplus statements, fundamental processes of recording, cash and temporary investments, and analysis of working capital. Prerequisite: T-BUS 121.

T-BUS 223 Accounting Credit 6(5-2)

Additional study of intermediate accounting with emphasis on investments, plant and equipment, intangible assets and deferred charges, long-

term liabilities, paid-in capital, retained earnings, and special analytical processes. Prerequisite: T-BUS 222.

T-BUS 225 Cost Accounting Credit 4(3-2)

Nature and purposes of cost accounting; accounting for direct labor, materials, and factory burden; job cost and standard cost principles and procedures; selling and distribution cost; budgets and executive use of cost figures. Prerequisite: T-BUS 121.

T-BUS 227 Advanced Accounting Credit 4(3-2)

Advanced accounting theory and principles as applied to special accounting problems, bankruptcy proceedings, estates and trusts, consolidation of statements, parent, and subsidiary accounting. Prerequisite: T-BUS 223.

T-BUS 229 Taxes Credit 4(3-2)

Application of federal and state taxes to various businesses and business conditions. A study of the following taxes: income, payroll, intangible, capital gain, sales and use, excise, and inheritance. Prerequisite: T-BUS 121.

T-BUS 232 Sales Development Credit 3(3-0)

A study of retail, wholesale, and specialty selling. Emphasis placed upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required. Prerequisite: None.

T-BUS 233 Personnel Management Credit 3(3-0)

Principles of organization and management of personnel, procurement, placement, training, performance checking, supervision, remuneration, labor relations, fringe benefits, and security. Prerequisite: None.

T-BUS 235 Business Management Credit 3(3-0)

Principles of business management including overview of major functions of management, such as planning, staffing, controlling, directing, and financing. Clarification of the decision-making function versus the operating function. Role of management in business—qualifications and requirements. Prerequisite: None.

T-BUS 237 Wholesaling Credit 3(3-0)

The development of wholesaling and present day trends in the United States. A study of the functions of wholesaling. Prerequisite: None.

T-BUS 239 Marketing Credit 5(5-0)

A general survey of the field of marketing with a detailed study of the function, policies, and institutions involved in the marketing process. Prerequisite: None.

T-BUS 243 Advertising Credit 4(3-2)

The role of advertising in a free economy and its place in the media of mass communications. A study of advertising appeals, product and market research, selection of media, and means of testing effectiveness of advertising. Theory and practice of writing advertising copy for various media. Prerequisite: None.

T-BUS 245 Retailing Credit 3(3-0)

A study of the role of retailing in the economy, including development of present retail structure, functions performed, principles governing effective operation, and managerial problems resulting from current economic and social trends. Prerequisite: None.

T-BUS 247 Business Insurance Credit 3(3-0)

A presentation of the basic principles of risk insurance and their appli-

cation. Contains a survey of the various types of insurance. Prerequisite: None.

T-BUS 255 Interpreting Accounting Records Credit 3(3-0)

Designed to aid the student in developing a "use understanding" of accounting records, reports, and financial statements. Interpretation, analysis, and utilization of accounting statements. Prerequisite: T-BUS 121.

T-BUS 266 Budget and Record Keeping Credit 3(3-0)

The basic principles, methods, and procedures for preparation and operation of budgets. Special attention to the involvement of individual departments and the role they play. Emphasis on the necessity for accurate record keeping in order to evaluate the effectiveness of budget planning. Prerequisite: T-BUS 121.

T-BUS 269 Auditing Credit 4(3-2)

Principles of conducting audits and investigations; setting up accounts based upon audits; collecting data on working papers; arranging and systemizing the audit; and writing the audit report. Emphasis placed on detailed audits, internal auditing, and internal control. Prerequisite. T-BUS 223.

T-BUS 271 Office Management Credit 3(3-0)

Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing and actuating office problems. Prerequisite: None.

T-BUS 272 Principles of Supervision Credit 3(3-0)

Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of the supervisor. Stress on methods of supervision. Prerequisite: None.

T-BUS 284M Terminology and Vocabulary Credit 3(3-0)

Greater emphasis on an understanding of the terminology and vocabulary appropriate to the course of study, as it is used in business, technical, and professional offices. Prerequisite: T-BUS 183M.

DATA PROCESSING

T-EDP 104 Introduction to Data Processing Systems Credit 4(3-2)

Fundamental concepts and operational principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detail study of particular computer problems. Prerequisite for all programming courses. Prerequisite: None.

DRAFTING AND DESIGN

T-DFT 101 Technical Drafting Credit 2(0-6*)

Introduction to the field of drafting as the student begins study of drawing principles and practices for print reading and describing objects in the graphic language. Basic skills and techniques of drafting included are: use of drafting equipment, lettering, freehand orthographic and pictorial sketching, geometric construction, orthographic instrument drawing of principal views, and standards and practices of dimensioning. Introduction of the principles of isometric, oblique, and perspective. Prerequisite: None.

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* Manipulative Laboratory

T-DFT 102 Technical Drafting Credit 2(0-6*)

The application of orthographic projection principles to the more complex drafting problems, primary and secondary auxiliary views, simple and successive revolutions, and sections and conventions. Most important, the introduction of the graphical analysis of space problems. Problems of practical design elements involving points, lines, planes, and a combination of these elements. Dimensioning practices for "details" and "working drawings," approved by the American Standards Association. Introduction to intersections and developments of various types of geometrical objects. Prerequisite: T-DFT 101.

T-DFT 103 Technical Drafting Credit 2(0-6*)

Intersection and developments and their practical solutions. Where applicable, problem accompanied by model solutions. Includes the various techniques employed to produce and render isometric and oblique drawings, isometric, dimetric and trimetric projections. Prerequisite: T-DFT 102.

T-DFT 201 Technical Drafting Credit 4(2-6*)

Applications and constructions of charts, graphs, and nomographs in engineering and technical data. Covering screw threads, springs, keys, rivets, piping, welding symbols, and methods of representing and specifying. Study of basic mechanisms of motion transfer, gears and cams, with drawings to emphasize methods of specifying, calculating, dimensions, and delineating. Prerequisite: T-DFT 103.

T-DFT 204 Descriptive Geometry Credit 4(2-4)

Graphic analysis of space problems involving points, lines, planes, connectors, and a combination of these. Stress on practical design problems with analytical verification where applicable. Stress on visualization on every problem. Prerequisites: T-DFT 102, T-MAT 102.

T-DFT 205 Design Drafting I Credit 4 (2-6*)

An introduction to basic design in the study of motion transfer mechanisms as they relate to power trains. Principles of design sketching, design drawing, layout drafting, detailing from layouts, production drawings, and simplified drafting practices. Types and methods of specifying materials and workmanship. Prerequisites: T-DFT 204, T-MAT 102, T-PHY 102.

T-DFT 206 Design Drafting II Credit 4 (2-6*)

Research to solve a problem in design by consulting various manuals, periodicals, and through laboratory experiments. Course requirements consisting of a written technical report, preliminary design sketches, layout drawings, detail drawings, assembly and sub-assembly drawings, pictorial drawings, exploded pictorial assembly, patent drawings, and specifications. Prerequisites: T-DFT 205, T-DFT 210.

T-DFT 211 Mechanisms Credit 4 (3-2)

Mathematical and drafting room solutions of problems involving the principles of machine elements. Study of motions of linkages, velocities, and acceleration of points within a link mechanism; layout methods for designing cams, belts, pulleys, gears, and gear trains. Prerequisites: T-DFT 201 & 204, T-MAT 103, T-PHY 106.

T-DFT 212 Jig and Fixture Design Credit 4 (2-6*)

Commercial standards, principles, practices, and tools of jig and fixture design. Individual project and design work to acquaint students with the types of jigs and fixtures and their design. Prerequisites: T-DFT 205, T-DFT 211.

ECONOMICS

T-ECO 102 Economics Credit 3 (3-0)

The fundamental principles of economics including the institutions and practices by which people gain a livelihood and a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large. Prerequisite: None.

T-ECO 104 Economics Credit 3 (3-0)

Greater depth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems. Prerequisite: T-ECO 102.

T-ECO 108 Consumer Economics Credit 3 (3-0)

Designed to help the student use his resources of time, energy, and money to get the most out of life. Provides the student an opportunity to build useful skills in buying, managing his finances, increasing his resources, and better understanding the economy in which he lives. Prerequisite: None.

ELECTRICITY

T-ELC 111 Fundamentals of Electricity Credit 6 (4-4)

Elementary principles of electricity including basic electric units, Ohm's Law, Kirchhoff's Law, resistance, inductance, capacitance, magnetism, circuit solutions, network solutions, sine wave analysis, series resonance, parallel resonance, voltage, power and vector relationships of alternating current. Builds a broad foundation, adaptable to many applications. Prerequisite: None.

T-ELC 112 Electrical Machines Credit 7 (5-4)

Principles of direct-current generators and motors, types and characteristics. Alternating-current generators, transformers, three-phase motors, synchronous motors, and single-phase motors. Prerequisites: T-MAT 102, T-PHY 102, T-ELC 111.

T-ELC 201 Electrical Machinery Credit 3 (3-0)

A course in the basic understanding and application of electricity to modern industrial machinery. A study of direct current motors, motor controls and protecting devices, transformers, and the industrial applications of this equipment. Prerequisite: T-PHY 103.

T-ELC 213 Electrical Controls and Circuits Credit 5 (3-4)

An introduction to control systems for acceleration, speed, and braking. Alternating current contractors and relays, drum controllers, wye-delta starters, overload and overvoltage protection and sensing devices. Typical control systems; motor control; field control; controls for air-conditioning, refrigeration, and heating. Prerequisites: T-MAT 103, T-PHY 102, T-ELC 112.

T-ELC 214 Planning Electrical Installations Credit 4 (3-2)

A familiarization with the National Electrical Code; the power requirements and typical design of industrial and commercial installations. Design and calculation of illumination and electric heating systems. Prerequisites: T-ELC 111, T-ELC 113.

T-ELC 215 Electrical Instrumentation Credit 5 (3-4)

Electrical meters and their movements: indicating, integrating, recording, instrument transformers, and special metering applications. Care,

operation, calibration, and maintenance of electrical meters and instruments. Prerequisite: T-ELC 111.

T-ELC 216 Electrical Power Systems Credit 5 (3-4)

A familiarization with power plants, switch gear, and circuit breakers, plant distribution, transmission lines and lightning protection. Prerequisite: T-ELC 214.

ELECTRONICS

T-ELN 111 Introduction to Electronics Credit 6 (5-2)

Introduction to the operation of vacuum, gas, and semi-conductor devices and some applications to communications and controls. Discussion of amplifiers, rectifiers, oscillators, and mixers. Methods of combining basic circuits to form communication and control systems. Load lines, negative resistance, linear and non-linear combinations of sinusoidal signals, mixing, beating, heterodyning, and modulating of waves. Provides a general survey of the electronics field. Topics developed no more than necessary to show the underlying principles. Should provide a sound knowledge of electronic devices and their applications. Prerequisites: T-ELC 111, T-MAT 101, T-PHY 101.

T-ELN 112 Electronic Principles Credit 4 (3-2)

A more comprehensive treatment of certain basic principles and circuits. Includes coupled circuits, resonant and non-resonant transformers, attenuators and pads, passive filter networks, complex waveform analysis of simple circuits, waveform analysis of combined networks, polyphase circuits. Prerequisite: T-ELN 112, and concurrent with T-ELN 113.

T-ELN 201 Industrial Controls Credit 4 (3-2)

The study of modern methods of controlling machinery by electronic circuitry. Study of machinery controls and electronic mechanisms that automatically operate machines. Major areas of study: types of motors, generators, control signals and devices, thyratrons, gates, switches, and servomechanism circuits. Prerequisite: T-PHY 103.

T-ELN 207 Industrial Electronics Credit 6 (4-4)

Electronic control in industrial processes; fundamental operation of gaseous rectifiers, tyratrons, saturable reactors, timers, counters, computers, and their circuits.

ENGLISH

T-ENG 101 Grammar Credit 3 (3-0)

Designed to aid the student in the improvement of self-expression in grammar. Functional approach with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life. Prerequisite: None.

T-ENG 102 Composition Credit 3 (3-0)

Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis on the sentence, the paragraph, and the whole composition. Prerequisite: T-ENG 101.

T-ENG 103 Report Writing Credit 3 (3-0)

Utilization of the fundamentals of English as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using appropriate writing techniques and graphic devices. Practical application in the preparation of a full-length report which relates to his chosen curriculum. Prerequisite: T-ENG 102.

T-ENG 204 Oral Communication Credit 3 (3-0)

A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis on the speaker's attitude and the improvement of diction and voice. Practice in the application of particular techniques of theory to correct speaking habits. Particular attention given to conducting meetings, conferences, and interviews. Prerequisite: T-ENG 101.

T-ENG 206 Business Communication Credit 3 (3-0)

Develops skills in techniques in writing business communications. Emphasis on writing action—getting sales letters and prospectuses. Business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgments, remittances, and inquiry. Prerequisite: T-ENG 102.

MACHINE SHOP

T-MEC 101 Machine Processes Credit 2 (0-6*)

An introductory course designed to acquaint the student with basic hand tools, safety procedures, and machine processes of our modern industry. Includes a study of measuring instruments and characteristics of metals and cutting tools. Familiarization with the lathe family of machine tools by performing selected operations such as turning, facing, threading, drilling, boring, and reaming. Prerequisite: None.

T-MEC 102 Machine Processes Credit 2 (0-6*)

Advanced operations on lathe, drilling, boring, and reaming machines. Milling machine theory and practice. Thorough study of the types of milling machines, cutters, jig and fixture devices, and the accessories used in a modern industrial plant. Safety in the operational shop is stressed. Prerequisite: T-MEC 101.

T-MEC 205 Strength of Materials Credit 4 (3-2)

Study of principles and analysis of stresses which occur within machine and structure elements subjected to various types of loads such as static, impact, varying, and dynamic. Analyses of these stresses made as applied to thin-walled cylinder and spheres, riveted and welded joints, beams, columns and machine components. Prerequisites: T-PHY 106, T-MAT 103.

T-MEC 210 Physical Metallurgy I Credit 4 (3-3*)

Introductory course in metallurgy, a basic study of the properties of metals and alloys. Analysis of the structure of metals and alloys, atomic structure, nuclear structure, and nuclear reactions. Solid (crystalline) structures; methods of designating crystal planes; liquid and vapor phases; phase diagrams; and alloy systems. Prerequisite: T-PHY 101.

T-MEC 211 Physical Metallurgy II Credit 4 (3-3*)

Properties of metals and alloys, the reactions of metals, diffusion, carburizing, metal bonding and homogenization; recrystallization and grain growth, age hardening, nitriding, internal oxidation; heat treatment of steel; laboratory experiments and demonstrations. Prerequisite: T-MEC 210.

T-MEC 235 Hydraulics and Pneumatics Credit 4 (3-3*)

The basic theories of hydraulic and pneumatic systems. Combinations of systems in various circuits. Basic designs and functions of circuits and motors, controls, electrohydraulic servomechanisms, plumbing, filtration, accumulators, and reservoirs. Prerequisite: T-PHY 102.

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* Manipulative Skills Lab.

T-MEC 237 Control Systems Credit 4 (2-4)

Hydraulic, pneumatic, mechanical, electrical, and electronic control systems and components. Basic description, analysis, and explanation of operation. Typical performance characteristics, limitations on performance, accuracy, applications, and their utilization in industrial processes. Prerequisites: T-PHY 103, T-PHY 205.

MATHEMATICS

T-MAT 101 Technical Mathematics Credit 5 (5-0)

Development of the real number system as an extension of natural numbers. Introduction of number systems of various bases. Fundamental algebraic operations, the rectangular coordinate system, as well as fundamental trigonometric concepts and operations. Stress on the application of these principles of practical problems. Prerequisite: Satisfactory evidence that admission requirements have been met.

T-MAT 102 Technical Mathematics Credit 5 (5-0)

A continuation of T-MAT 101. Advanced algebraic and trigonometric topics including: quadratics, logarithms, determinants, progressions, the binomial expansion, and complex numbers. Solution of oblique triangles and graphs of the trigonometric functions studied in depth. Prerequisite: T-MAT 101.

T-MAT 103 Technical Mathematics Credit 5 (5-0)

An introduction to the fundamental concepts of analytical geometry and differential and integral calculus. Topics included: graphing techniques, geometric and algebraic interpretation of the derivative, differentials, rate of change, and the integral and basic integration techniques. Applications of these concepts to practical situations. Prerequisite: T-MAT 102.

T-MAT 110 Business Mathematics Credit 5 (5-0)

Stress on the fundamental operations and their application to business problems. Topics covered include: payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business. Prerequisite: None.

T-MAT 201 Technical Mathematics Credit 5 (5-0)

A further study of analytical geometry, algebra, and calculus: the binomial expansion, arithmetic and geometric progressions, polynomial functions and methods of solution, integration techniques and use of integral tables, polar equations, and an introduction to solid analytical geometry.

PHYSICS

T-PHY 101 Physics: Properties of Matter Credit 4 (3-2)

A fundamental course covering several basic principles of physics. Divisions included: solids and their characteristics, liquids at rest and in motion, and gas laws and applications. Laboratory experiments and specialized problems dealing with these topics. Prerequisite: None.

T-PHY 102 Physics: Work, Energy, Power Credit 4 (3-2)

Major areas covered: work, energy, and power. Instruction on such topics as statics, forces, center of gravity, and dynamics Units of measurement and their applications. A practical approach in teaching students the use of essential mathematical formulas. Prerequisites: T-MAT 101, T-PHY 101.

T-PHY 103 Physics: Electricity Credit 4 (3-2)

Basic theories of electricity, types of electricity, methods of production, and transmission and transforming of electricity. Electron theory, elec-

tricity by chemical action, electricity by friction, electricity by magnetism, induction voltage, amperage, resistance, horsepower, wattage, and transformers. Prerequisites: T-PHY 101, T-MAT 101.

T-PHY 106 Applied Mechanics Credit 5 (5-0)

Concepts and principles of statics and dynamics. Parallel concurrent and noncurrent force systems in coplanar and noncoplanar situations. Concepts of centroids and center of gravity, moments of inertia, fundamentals of kinetics, and kinematics of velocity and motion. Prerequisites: T-MAT 103, T-PHY 102.

T-PHY 201 Physics: Light and Sound Credit 4 (3-2)

A study of sound and wave motion and its technical applications to industry and related fields. Light and illumination. Principles of optical instruments. Emphasis on practical aspects.

SOCIAL SCIENCE

T-ISC 201 Industrial Organization and Management Credit 3 (3-0)

Organizational structure for industrial management; operational and financial activities, including accounting, budgeting, banking, credit and industrial risk, forecasting of markets, selection and layout of physical facilities; selection, training, and supervision of personnel as found in typical industrial organizations. Prerequisite: None.

T-POL 201 United States Government Credit 3 (3-0)

A study of government with emphasis on basic concepts, structure, powers, procedures, and problems. Prerequisite: None.

T-PSY 112 Personality Development Credit 3 (3-0)

Designed to help the student recognize the importance of the physical, intellectual, social, and emotional dimensions of personality. Emphasis on grooming and methods of personality improvement. Prerequisite: None.

T-PSY 206 Applied Psychology Credit 3 (3-0)

A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings, and emotions are considered with particular reference to on-the-job problems. Other topics investigated: employee selection, supervision, job satisfaction, and industrial conflicts. Attention given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community. Prerequisite: None.

T-SSC 201 Social Science I Credit 3 (3-0)

An integrated course in the social sciences, drawing from the fields of anthropology, psychology, history, and sociology. Prerequisite: None.

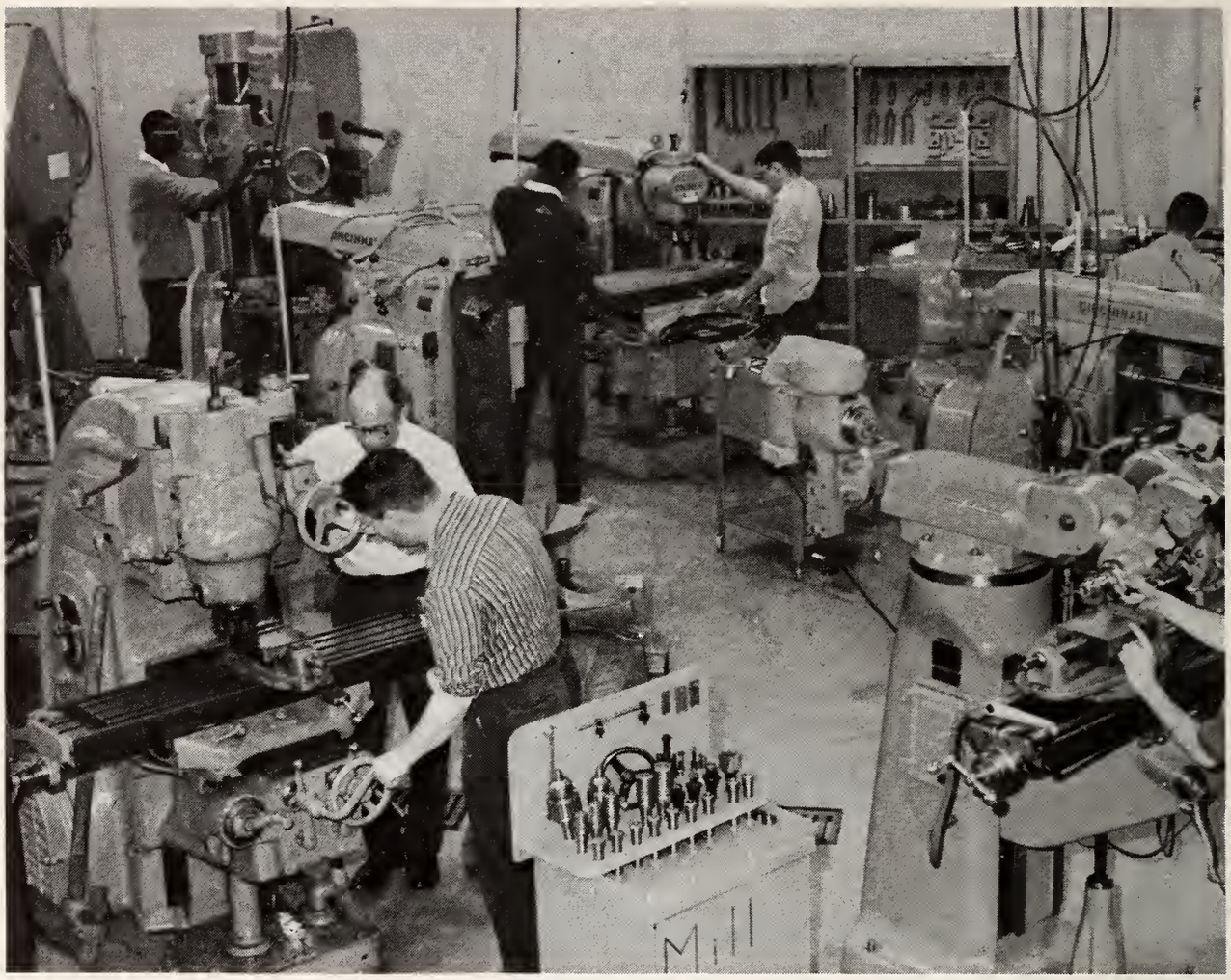
T-SSC 202 Social Science II Credit 3 (3-0)

A further study of social sciences with emphasis on economics, political science, and social problems as they relate to the individual. Prerequisite: T-SSC 201.

T-SSC 205 American Institutions Credit 3 (3-0)

A study of the effect of American social, economic, and political institutions upon the individual as a citizen and as a worker. Dwells upon current local, national, and global problems viewed in the light of our political and economic heritage. Prerequisite: None.

Vocational Education



MACHINE SHOP

AUTOMOTIVE SHOP

The Vocational Division

In an ever changing world of engineering and technologies, one must not lose sight of the growing need for skilled craftsmen. Davidson County Community College offers a series of training courses in the trade division with emphasis on manipulative and mental skills applicable to a particular course for which a student is enrolled. Trade courses require one full year of participation for students on a full-time basis. Applicants for the trade division will, therefore, be urged to enroll for a full-time program.

A diploma is awarded at the completion of a program.

PROGRAMS OF STUDY

Automotive Mechanics
Automotive Body Repair
Electrical Maintenance
Machinist Training
Mechanical Drafting
Radio and Television Servicing
Welding

ADMISSION PROCEDURES

Applicants are encouraged to complete admission procedures as early as possible. Applications will be accepted from high school students during the second semester of the junior year or during the senior year. Others may apply at any time during the year preceding enrollment. At the latest, all data should be on file six weeks before initial enrollment.

1. Complete in detail the student *Application Form* (Form A-1) and return it to the Dean of Student Affairs with the application fee of $5. The application fee is not refundable but will be applied toward your general fees at the time of your first enrollment. Sign the application as you would a business letter; and, if you are under 21 years of age, be sure the form is signed by your parent or guardian.
2. Have your high school principal complete and mail a *Secondary School Record* (Form A-2) directly to Davidson County Community College. If you are in your final year of preparatory schooling, a preliminary record should be sent in support of your application, with the understanding that it is to be supplemented after your graduation.

3. High school graduation or the equivalent is recommended but not required for admission to a one-year trade program; however, all applicants are required to have a minimum of eight (8) units of secondary school work.
4. Request that any previously attended college, university, or technical institute furnish the College with a complete *transcript* of your work.
5. See that a *Medical Form* (Form A-3) is properly completed and returned to the College. Part I should be completed by the applicant. Part II should be completed by a physician. Be sure that Part III is properly signed.
6. The Community College follows an "open door" policy. No student will be excluded from the college because of his test score on any test; however, before any student is permitted to register for a class, he must take the School and College Ability Test (SCAT) and other aptitute tests. The completion of these tests is necessary because the results are essential in determining whether the prospective student lacks preparation for the successful completion of college level work. The SCAT test is given at the College. If placement test results indicate that a student is inadequately prepared to handle college level work, he may be asked to enroll in non-credit courses offered through the Developmental Studies Program at the College.
7. Take the General Aptitude Test Battery at your nearest Employment Security Commission office. Request that your test scores on the GATB be sent directly to the Dean of Student Affairs or to the Employment Security Commission Manager, Thomasville or Lexington, N. C., who, in turn, will send the scores to the College.
8. Information in regard to any type of financial aid should be requested from the College. In making inquiry about the possibility of financial aid, a letter giving fairly complete information about your needs and qualifications should be addressed to the Director of Student Affairs. You will be provided with the necessary forms upon request.

TUITION AND FEES

Since the school receives financial support from local, state, and federal sources, tuition is kept at a minimum. Tuition charges are set by the State Board of Education and are subject to change without notice. The tuition schedule is as follows:

Resident (15 quarter hours or more)	$ 30.00 per quarter
Non-Resident (15 quarter hours or more)	$ 75.00 per quarter
Resident (less than 15 quarter hours)	$ 2.00 per quarter hour
Non-Resident (less than 15 quarter hours)	$ 5.00 per quarter hour
Registration (annual)	$ 2.00
Insurance (annual)	$ 2.00
Activity Fee (annual)	$ 10.00

AUTO BODY REPAIR

SUGGESTED SEQUENCES OF COURSES BY QUARTERS

		Hours Per Week		Quarter Hours
FIRST QUARTER		**Class**	**Lab.**	**Credit**
AUT 1111	Auto Body Repair	3	12	7
MAT 1101	Fundamentals of Mathematics	5	0	5
PHY 1101	Applied Science	3	2	4
ENG 1101	Reading Improvement	2	0	2
WLD 1101	Basic Gas Welding	0	3	1
		13	17	19
SECOND QUARTER				
AUT 1112	Auto Body Repair	3	12	7
WLD 1105	Auto Body Welding	0	3	1
DFT 1101	Schematics and Diagrams: Power Mechanics	0	3	1
PHY 1102	Applied Science	3	2	4
ENG 1102	Communication Skills	3	0	3
		9	20	16
THIRD QUARTER				
AUT 1113	Metal Finishing and Painting	3	12	7
PSY 1101	Human Relations	3	0	3
AUT 1115	Trim, Glass and Radiator Repair	2	9	5
		8	21	15
FOURTH QUARTER				
AUT 1114	Body Shop Applications	3	21	10
BUS 1103	Small Business Operations	3	0	3
		6	21	13

AUTOMOTIVE MECHANICS

SUGGESTED SEQUENCES OF COURSES BY QUARTERS

		Hours Per Week		Quarter Hours
FIRST QUARTER		**Class**	**Lab.**	**Credit**
PME 1101	Internal Combustion Engines	3	12	7
MAT 1101	Fundamentals of Mathematics	5	0	5

ENG 1101	Reading Improvement	2	0	2
PHY 1101	Applied Science	3	2	4
		13	14	18
SECOND QUARTER				
PME 1102	Engine Electrical and Fuel Systems	5	12	9
ENG 1102	Communication Skills	3	0	3
DFT 1101	Schematics and Diagrams: Power Mechanics	0	3	1
PHY 1102	Applied Science	3	2	4
		11	17	17
THIRD QUARTER				
AUT 1123	Automotive Chassis and Suspensions Systems	3	9	6
AUT 1121	Braking Systems	3	3	4
PSY 1101	Human Relations	3	0	3
AHR 1101	Automotive Air Conditioning	2	3	3
WLD 1101	Basic Gas Welding	0	3	1
		11	18	17
FOURTH QUARTER				
AUT 1124	Automotive Power Train Systems	3	9	6
AUT 1125	Automotive Servicing	3	9	6
BUS 1103	Small Business Operations	3	0	3
		9	18	15

ELECTRICAL INSTALLATION AND MAINTENANCE

SUGGESTED SEQUENCES OF COURSES BY QUARTERS

		Hours Per Week		Quarter Hours
FIRST QUARTER		**Class**	**Lab.**	**Credit**
ELC 1112	Direct and Alternating Current	5	12	9
ENG 1101	Reading Improvement	2	0	2
MAT 1115	Electrical Math	5	0	5
PHY 1101	Applied Science	3	2	4
		15	14	20
SECOND QUARTER				
ELC 1113	Alternating Current and Direct Current Machines and Controls	5	12	9
DFT 1110	Blueprint Reading: Building Trades	0	3	1
ENG 1102	Communication Skills	3	0	3
PHY 1102	Applied Science	3	2	4
		11	17	17
THIRD QUARTER				
ELC 1124	Residential Wiring	5	9	8
ELN 1118	Industrial Electronics	3	6	5
PSY 1101	Human Relations	3	0	3
DFT 1113	Blueprint Reading: Electrical	0	3	1
		11	18	17

FOURTH QUARTER				
ELC 1125	Commercial and Industrial Wiring	5	12	9
ELN 1119	Industrial Electronics	3	6	5
BUS 1103	Small Business Operations	3	0	3
		11	18	17

MACHINIST TRAINING

SUGGESTED SEQUENCES OF COURSES BY QUARTERS

		Hours Per Week		Quarter Hours
FIRST QUARTER		**Class**	**Lab.**	**Credit**
MEC 1101	Machine Shop Theory and Practice	3	12	7
MAT 1101	Fundamentals of Mathematics	5	0	5
DFT 1104	Blueprint Reading: Mechanical	0	3	1
ENG 1101	Reading Improvement	2	0	2
PHY 1101	Applied Science	3	2	4
		13	17	19
SECOND QUARTER				
MEC 1102	Machine Shop Theory and Practice	3	12	7
MAT 1103	Geometry	3	0	3
DFT 1105	Blueprint Reading: Mechanical	0	3	1
PHY 1102	Applied Science	3	2	4
ENG 1102	Communication Skills	3	0	3
		12	17	18
THIRD QUARTER				
MEC 1103	Machine Shop Theory and Practice	3	12	7
MEC 1115	Treatment of Ferrous Metals	2	3	3
DFT 1106	Blueprint Reading: Mechanical	0	3	1
MAT 1104	Trigonometry	3	0	3
PSY 1101	Human Relations	3	0	3
		11	18	17
FOURTH QUARTER				
MEC 1104	Machine Shop Theory and Practice	3	12	7
MEC 1116	Treatment of Non-Ferrous Metals	2	3	3
WLD 1101	Basic Gas Welding	0	3	1
MAT 1123	Machinist Mathematics	3	0	3
BUS 1105	Industrial Organizations	3	0	3
		11	18	17

DRAFTING—MECHANICAL

SUGGESTED SEQUENCES OF COURSES BY QUARTERS

		Hours Per Week		Quarter Hours
FIRST QUARTER		**Class**	**Lab.**	**Credit**
DFT 1121	Drafting	3	12	7
MAT 1103	Geometry	3	0	3
ENG 1101	Reading Improvement	2	0	2
PHY 1101	Applied Science	3	2	4
		11	14	16

SECOND QUARTER				
DFT 1122	Drafting	3	6	5
DFT 1125	Descriptive Geometry	2	3	3
MAT 1102	Algebra	5	0	5
ENG 1102	Communication Skills	3	0	3
PHY 1102	Applied Science	3	2	4
		16	11	20
THIRD QUARTER				
DFT 1131	Mechanical Drafting	3	12	7
MAT 1104	Trigonometry	3	0	3
PSY 1101	Human Relations	3	0	3
MEC 1113	Shop Processes	2	3	3
MEC 1115	Treatment of Ferrous Metals	2	3	3
		13	18	19
FOURTH QUARTER				
DFT 1132	Mechanical Drafting	3	12	7
MEC 1114	Shop Processes	2	3	3
MEC 1116	Treatment of Non-Ferrous Metals	2	3	3
BUS 1105	Industrial Organizations	3	0	3
		10	18	16

RADIO AND TELEVISION SERVICING

SUGGESTED SEQUENCES OF COURSES BY QUARTERS

		Hours Per Week		Quarter Hours
FIRST QUARTER		**Class**	**Lab.**	**Credit**
MAT 1115	Electrical Mathematics	5	0	5
ENG 1101	Reading Improvement	2	0	2
ELC 1112	Direct & Alternating Current	5	12	9
		12	12	16
SECOND QUARTER				
MAT 1116	Electrical Mathematics	5	0	5
ENG 1102	Communication Skills	3	0	3
ELN 1122	Vacuum Tubes & Circuits	5	9	8
ELN 1123	Amplifier Systems	2	6	4
		15	15	20
THIRD QUARTER				
ELN 1125	Radio Receiver Servicing	2	6	4
ELN 1126	Transistor Theory & Circuits	4	15	9
PSY 1101	Human Relations	3	0	3
		9	21	16
FOURTH QUARTER OR OPTION				
ELN 1127	Television Receiver Circuits and Servicing	10	15	15
BUS 1103	Small Business Operations	3	0	3
		13	15	18
FOURTH QUARTER OPTION				
ELN 1128	Television Receiver Circuits and Servicing	5	12	9
	Elective (1)	3	6	6
BUS 1103	Small Business Operations	3	0	3
		11	18	18

WELDING

SUGGESTED SEQUENCES OF COURSES BY QUARTERS

		Hours Per Week		Quarter Hours
FIRST QUARTER		**Class**	**Lab.**	**Credit**
WLD 1120	Oxyacetylene Welding and Cutting	3	12	7
MAT 1101	Fundamentals of Mathematics	5	0	5
DFT 1104	Blueprint Reading: Mechanical	0	3	1
PHY 1101	Applied Science	3	2	4
ENG 1101	Reading Improvement	2	0	2
		13	17	19
SECOND Quarter				
WLD 1121	Arc Welding	3	12	7
MAT 1103	Geometry	3	0	3
DFT 1117	Blueprint Reading: Welding	0	3	1
PHY 1102	Applied Science	3	2	4
ENG 1102	Communication Skills	3	0	3
		12	17	18
THIRD QUARTER				
WLD 1124	Pipe Welding	3	12	7
WLD 1123	Inert Gas Welding	1	3	2
WLD 1112	Mechanical Testing and Inspection	1	3	2
DFT 1118	Pattern Development and Sketching	0	3	1
PSY 1101	Human Relations	3	0	3
		8	21	15
FOURTH QUARTER				
WLD 1122	Commercial and Industrial Practices	3	9	6
WLD 1125	Certification Practices	3	6	5
MEC 1112	Machine Shop Processes	0	6	2
BUS 1105	Industrial Organizations	3	0	3
		9	21	16

VOCATIONAL COURSE DESCRIPTIONS

The courses listed below constitute the content of the Vocational Program. Courses are numbered 1000 through 2000. Courses should be pursued in normal sequence with prerequisite courses taken as indicated.

One quarter hour of credit is earned for a class meeting one hour each week for the duration of the quarter with the exception of regular laboratories and "manipulative laboratories." "Manipulative laboratory" involves development of skills and job proficiency. Credit of one quarter hour is given for each three of these laboratory hours; one quarter hour is given for each two regular laboratory hours.

Provided for each course is the following information: subject number, title, number of hours of credit in parentheses, the number of lecture hours and the number of laboratory hours each week.

AIR CONDITIONING

AHR 1101 Automotive Air Conditioning Credit 3(2-3)

General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system. Prerequisite: PHY 1102.

AUTOMOTIVE MECHANICS

AUT 1111 Auto Body Repair Credit 7(3-12)

Basic principles of automobile construction, design, and manufacturing. A thorough study of angles, crown, and forming of steel into the complex contour of the present day vehicles. Application of the basic principles of straightening, aligning, and painting of damaged areas. Prerequisite: None.

AUT 1112 Auto Body Repair Credit 7(3-12)

A thorough study of the requirements for a metal worker, including the use of essential tools, forming fender flanges and beads, and straightening typical auto body damage. Acquirement of skills such as shaping angles, crowns, and contour of the metal of the body and fenders. Metal working and painting. Prerequisites: AUT 1111, WLD 1101, PHY 1101, MAT 1101.

AUT 1113 Metal Finishing and Painting Credit 7(3-12)

Development of the skill of shrinking stretched metal, soldering and leading, and preparation of the metal for painting. Straightening of doors, hoods, and deck lids; fitting and aligning. Painting fenders and panels, spot repairs, and complete vehicle painting. Use and application of power tools. Prerequisites: AUT 1112, WLD 1105.

AUT 1114 Body Shop Applications Credit 10(3-21)

General introduction and instruction in the automotive frame and front and suspension systems, the methods of operation and control, and the safety of the vehicle. Unit job application covers straightening of frames and front wheel alignment. Application of all phases of training. Repair order writing, parts purchasing, estimates of damage, and developing the final settlement with the adjuster. Prerequisites: AUT 1115, PHY 1102, DFT 1101.

AUT 1115 Trim, Glass and Radiator Repair Credit 5(2-9)

Methods of removing and installing interior trim; cutting, sewing, and installing headlinings, seat covers, and door trim panels; painting of trim parts and accessories. Glass removal, cutting, fitting, and installation. A thorough study of the engine cooling system, repairing and replacing damaged cooling system components. Tests to insure normal engine cooling operation. Prerequisites: AUT 1112, WLD 1105.

AUT 1121 Braking Systems Credit 4(3-3)

A complete study of various braking systems employed on automobiles and light weight trucks. Emphasis on how they operate, proper adjustment, and repair. Prerequisite: PHY 1102.

AUT 1123 Automotive Chassis and Suspension Systems Credit 6(3-9)

Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension and steering systems. Units to be studied: shock absorbers, springs, steering systems, steering linkage, and front end alignment. Prerequisite: PME 1102.

AUT 1124 Automotive Power Train Systems Credit 6(3-9)

Principles and functions of automotive power train systems: clutches, transmission gears, torque converters, drive shaft assemblies, rear axles, and differentials. Identification of troubles, servicing, and repair. Prerequisites: PHY 1102, AUT 1123.

AUT 1125 Automotive Servicing Credit 6(3-9)

Emphasis on the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Troubleshooting of automotive systems, providing a full range of experiences in testing, adjusting, repairing, and replacing. Prerequisites: AUT 1123, AUT 1121, AHR 1101.

BUSINESS

BUS 1103 Small Business Operations Credit 3(3-0)

An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations. Prerequisite: None.

BUS 1105 Industrial Organizations Credit 3(3-0)

Methods, techniques, and practices of modern management in planning, organizing, and controlling operations of a manufacturing concern. Introduction to the competitive system and the factors constituting product cost. Prerequisite: None.

DRAFTING AND DESIGN

DFT 1101 Schematics & Diagrams: Power Mechanics Credit 1(0-3)

Interpretation and reading of blueprints. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes. Prerequisite: None.

DFT 1104 Blueprint Reading: Mechanical Credit 1(0-3)

Interpretation and reading of blueprints. Information on the basic principles of the blueprint; lines, views, dimensioning procedures, and notes. Prerequisite: None.

DFT 1105 Blueprint Reading: Mechanical Credit 1(0-3)

Further practice in interpretation of blueprints as they are used in industry; study of prints supplied by industry; making plans of operations; introduction to drafting room procedures; sketching as a means of passing on ideas, information, and processes. Prerequisite: DFT 1104.

DFT 1106 Blueprint Reading: Mechanical Credit 1(0-3)

Advanced blueprint reading and sketching as related to detail and assembly drawings used in machine shops. The interpretation of drawings of complex parts and mechanisms for features of fabrication, construction, and assembly. Prerequisite: DFT 1105.

DFT 1110 Blueprint Reading: Building Trades Credit 1(0-3)

Principles of interpreting blueprints and trade specifications common to the building trades. Development of proficiency in making three view and pictorial sketches. Prerequisite: None.

DFT 1113 Blueprint Reading: Electrical Credit 1(0-3)

Interpretation of schematics, diagrams, and blueprints applicable to electrical installations with emphasis on electrical plans for domestic and

commercial buildings. Sketching schematics, diagrams, and electrical plans for electrical installations using appropriate symbols and notes according to the applicable codes. Prerequisite: DFT 1110.

DFT 1117 Blueprint Reading: Welding Credit 1(0-3)

A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use, and application of welding symbols, abbreviations, and specifications. Prerequisite: DFT 1104.

DFT 1118 Pattern Development and Sketching Credit 1(0-3)

Continued study of welding symbols; methods used in layout of sheet steel; sketching of project, jigs, and holding devices involved in welding. Special emphasis on developing pipe and angle layouts by the use of patterns and templates. Prerequisite: None.

DFT 1121 Drafting Credit 7(3-12)

An introduction to drafting and the study of drafting practices. Instruction in the selection, use, and care of instruments; singlestroke lettering; applied geometry; freehand sketching consisting of orthographic and pictorial drawings. Emphasis on orthographic projection, reading, and instrument drawing of principal views, single auxiliary views (primary), and double (oblique) auxiliary views. Dimensioning and note practices with reference to the American Standards Association practices. Methods of reproducing drawings to be included at the appropriate time. Prerequisite: None.

DFT 1122 Drafting Credit 5(3-6)

Study of simple and successive revolutions and their applications to practical problems. Sections and conventions to be studied and both detail and assembly sections to be drawn. Intersections and developments to be studied by relating the drawing to the sheet metal trades. Models of the assigned drawings to be made from construction paper, cardboard, or similar materials as a proof of the solution to the problems drawn.

Methods of drawing and projecting axonometric, oblique, and perspective drawings to be studied with emphasis on the practical applications of pictorial drawings. Various methods of shading to be introduced and dimensioning and sectioning of oblique and axonometric pictorials to be done. Prerequisite: DFT 1121.

DFT 1125 Descriptive Geometry Credit 3(2-3)

Graphical analysis of space problems. Problems dealing with practical design elements involving points, lines, planes, connectors, and a combination of these. Includes problems dealing with solid geometry theorems. Where applicable, each graphical solution accompanied by the analytical solution. Prerequisite: DFT 1121.

DFT 1131 Mechanical Drafting Credit 7(3-12)

An introduction to mechanical drafting beginning with problems concerning precision and limit dimensioning. Methods of fastening materials and fasteners: keys, rivets, springs, and welding. Symbols studied and drawings made involving these items. Principles of design to be introduced with the study of basic mechanisms of motion transfer; gears, cams, power trains, pulleys, belting and methods of specifying and calculating dimensions to be studied. Drawings involving these mechanisms. Prerequisite: DFT 1122.

DFT 1132 Mechanical Drafting Credit 7(3-12)

Principles of design sketching, design drawings, layout drafting, detailing from layout drawings, production drawings and simplified drafting practices. Forging and casting drawings will be made from layouts. Specifications, parts list and bill of materials emphasized in this course. Stu-

dent development of a complete set of working drawings of a tool, jig, fixture or simple machine. Study of principles of design, handbook and manual usage. Prerequisite: DFT 1131.

ELECTRICITY

ELC 1112 Direct and Alternating Current Credit 9(5-12)

A study of the electrical structure of matter and electron theory, the relationship between voltage, current, and resistance in series, parallel, and series-parallel circuits. An analysis of direct current circuits by Ohm's Law and Kirchoff's Law. A study of the sources of direct current voltage potentials. Fundamental concepts of alternating current flow, reactance, impedance, phase angle, power, and resonance. Analysis of alternating current circuits. Prerequisite: None.

ELC 1113 Alternating Current and Direct Current Machines and Controls Credit 9(5-12)

Provides fundamental concepts in single and polyphase alternating current circuits, voltages, currents, power measurements, transformers, and motors. Instruction in the use of electrical test instruments in circuit analysis. The basic concepts of AC and DC machines and simple system controls. An introduction to the type control used in small appliances such as: thermostats, time or sequencing switches. Prerequisites: ELC 1112, MAT 1115.

ELC 1122 Direct and Alternating Current Credit 12(7-11)

A study of the structure of matter and the electron theory; the relationship between voltage, current and resistance in series, parallel and series-parallel circuits. Analysis of direct current circuits by Ohm's law and Kirchhoff's law; sources of direct current potentials. Fundamental concepts of alternating current flow; a study of reactance, impedance, phase angle, power, and resonance and alternating current circuit analysis.

ELC 1124 Residential Wiring Credit 8(5-9)

Provides instruction and application in the fundamentals of blueprint reading, planning, layout, and installation of wiring in residential applications such as: services, switchboards, lighting, fusing, wire sizes, branch circuits, conduits, National Electrical Code regulations in actual building mock-ups. Prerequisites: ELC 1113, DFT 1110.

ELC 1125 Commercial and Industrial Wiring Credit 9(5-12)

Layout, planning, and installation of wiring systems in commercial and industrial complexes, with emphasis upon blueprint reading and symbols, the related National Electrical Codes, and the application of the fundamentals to practical experience in wiring, conduit preparation, and installation of simple systems. Prerequisites: ELN 1118, ELC 1124.

ELECTRONICS

ELN 1118 Industrial Electronics Credit 5(3-6)

Basic theory, operating characteristics, and application of vacuum tubes such as: diodes, triodes, tetrodes, pentodes, and gaseous control tubes. An introduction to amplifiers using triodes, power supplies using diodes, and other basic applications. Prerequisite: ELC 1113.

ELN 1119 Industrial Electronics Credit 5(3-6)

Basic industrial electronic systems such as: motor controls, alarm systems, heating systems and controls, magnetic amplifier controls, welding

control systems using thyratron tubes, and other basic types of systems commonly found in most industries. Prerequisite: ELN 1118.

ELN 1122 Vacuum Tubes and Circuits Credit 8 (5-9)

An introduction to vacuum tubes and their development; the theory, characteristics and operation of vacuum diodes, semi-conductor diodes, rectifier circuits, filter circuits, triodes, and simple voltage amplifier circuits. Prerequisite: ELC 1122, MAT 1125.

ELN 1123 Amplifier Systems Credit 4(2-6)

An introduction to commonly used servicing techniques as applied to monophonic and stereophonic high fidelity amplifier systems and auxiliary equipment. The operation and servicing of inter-communication amplifiers and switching circuits. Prerequisites: MAT 1125, ELC 1122.

ELN 1124 Vacuum Tubes and Circuits Credit 6(4-4)

A continuing study of tubes and circuits; the theory, characteristics, and operation of the tetrode and pentode tubes, voltage and power amplifiers, tunable RF amplifiers, oscillators, and demodulator circuits. Prerequisites: ELN 1123, ELN 1122.

ELN 1125 Radio Receiver Servicing Credit 4(2-6)

Principles of radio reception and practices of servicing; includes block diagrams of radio receivers, servicing techniques of AM and FM receivers by resistance measurements, signal injection, voltage analysis, oscilloscope methods of locating faulty stages and components, and the alignments of AM and FM receivers. Prerequisites: ELN 1123, ELN 1122.

ELN 1126 Transistor Theory and Circuits Credit 9(4-15)

Transistor theory, operation, characteristics, and their application to audio and radio frequency amplifier and oscillator circuits. Prerequisite: ELN 1123.

ELN 1127 Television Receiver Circuits and Servicing Credit 15(10-15)

A study of principles of television receivers, alignments of radio and intermediate frequency amplifiers, and adjustment of horizontal and vertical sweep circuits. Techniques of troubleshooting and repair of TV receivers with the proper use of associated test equipment. Additional study of more specialized servicing techniques and oscilloscope waveform analysis to be used in the adjustment, troubleshooting, and repair of the color television circuits. Prerequisites: ELN 1126, ELN 1125.

ELN 1128 Television Receiver Circuits and Servicing Credit 9(5-12)

This course, taught in conjunction with an elective, will be a shortened version of ELN 1127. Prerequisites: ELN 1126, ELN 1125.

ELN 1129 Single Side-band Systems Credit 7(5-6)

An introductory course of single side-band transmission system with or without frequency and the associated balanced modulator of phasing system used to produce this type of transmission. Time allotted also to the necessary circuitry in the receiver to receive this type transmission. Prerequisites: ELN 1126, ELN 1125.

ELN 1130 Two-way Mobile Maintenance Credit 7(5-6)

A course to acquaint the student with the theory and maintenance of fixed station and mobile station transmitters and receivers. Except for radio laws, sufficient information given to qualify the student to take the FCC second class radio-telephone license examination. Prerequisites: ELN 1126, ELN 1125.

ENGLISH

ENG 1101 Reading Improvement Credit 2(2-0)

Designed to improve the student's ability to read rapidly and accurately. Use of special machines for class drill to broaden the span of recognition, to increase eye coordination and word group recognition, and to train for comprehension in larger units. Prerequisite: None.

ENG 1102 Communication Skills Credit 3(3-0)

Designed to promote effective communication through correct language usage in speaking and writing. Prerequisite: ENG 1101.

MATHEMATICS

MAT 1101 Fundamentals of Mathematics Credit 5(5-0)

Practical number theory. Analysis of basic operations: addition, subtraction, multiplication, and division. Fractions, decimals, powers and roots, percentages, ratio, and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. Practice in depth. Prerequisite: None.

MAT 1102 Algebra Credit 5(5-0)

Basic concepts and operations of algebra. Historical background of our base-10 number system; algebraic operations: addition, subtraction, multiplication and division; fractions, letter representation, grouping, factoring, ratio and proportions, variation; graphical and algebraic solution of first degree equations; solution of simultaneous equations by: addition and subtraction, substitution, graphing; exponents, logarithms, tables and interpolation. Prerequisite: None.

MAT 1103 Geometry Credit 3(3-0)

Fundamental properties and definitions; plane and solid geometric figures, selected general theorems, geometric construction of lines, angles and plane figures. Dihedral angles, areas of plane figures, volumes of solids. Geometric principles applied to shop operations. Prerequisite: None.

MAT 1104 Trigonometry Credit 3(3-0)

Trigonometric ratios; solving problems with right triangles, using tables, and interpolating; solution of oblique triangles using law of sines and law of cosines; graphs of the trigonometric functions; inverse functions; trigonometric equations. All topics applied to practical problems. Prerequisite: MAT 1103.

MAT 1115 Electrical Math Credit 5(5-0)

A study of fundamental concepts of algebra; basic operations of addition, subtraction, multiplication, and division; solution of first order equations; use of letters and signs; grouping; factoring; exponents; ratios; and proportions; solution of equations, algebraically and graphically; a study of logarithms and use of tables; an introduction to trigonometric functions and their application to right angles; and a study of vectors for use in alternating current. Prerequisite: None.

MAT 1123 Machinist Mathematics Credit 3(3-0)

Introduces gear ratio, lead screw, and indexing problems with emphasis on application to the machine shop. Practical applications and problems furnishing the trainee with experience in geometric propositions and trigonometric relations to shop problems; concludes with an introduction to compound angle problems. Prerequisite: MAT 1104.

MACHINIST COURSES

MEC 1101 Machine Shop Theory and Practice Credit 7(3-12)

An introduction to the machinist trade and the potential it holds for craftsmen. Deals primarily with the identification, care and use of basic hand tools and precision measuring instruments. Elementary layout procedures and processes of lathe, drill press, grinding (off-hand) and milling machines introduced both in theory and practice. Prerequisite: None.

MEC 1102 Machine Shop Theory and Practice Credit 7(3-12)

Advanced operations in layout tools and procedures, power sawing, drill press, surface grinder, milling machine shaper. An introduction to the basic operations on the cylindrical grinder. Projects encompassing all the operations, tools and procedures thus far used and those to be stressed throughout the course. Prerequisite: MEC 1101.

MEC 1103 Machine Shop Theory and Practice Credit 7(3-12)

Advanced work on the engine lathe, turning, boring and threading machines, grinders, milling machine and shaper. Introduction to basic indexing and terminology with additional processes on calculating, cutting and measuring of spur, helical, and worm gears and wheels. Use of precision tools and measuring instruments such as vernier height gages, protractors, comparators, etc. Basic exercises on the turret lathe and on the tool and cutter grinder. Prerequisite: MEC 1102.

MEC 1104 Machine Shop Theory and Practice Credit 7(3-12)

Development of class projects using previously learned procedures in planning, blueprint reading, machine operations, final assembly and inspection. Additional processes on the turret lathe, tool and cutter grinder, cylindrical and surface grinder, advanced milling machine operations, etc. Special procedures and operations, processes and equipment, observing safety procedures faithfully and establishing good work habits and attitudes acceptable to the industry. Prerequisite: MEC 1103.

MEC 1112 Machine Shop Processes Credit 2(0-6)

To acquaint the student with the procedures of layout work and the correct use of hand and machine tools. Experiences in the basic fundamentals of drill press and lathe operation; hand grinding of drill bits and lathe tools; set-up work applied to the trade. Prerequisite: None.

MEC 1113 Shop Processes Credit 3(2-3)

Study of practices used in metalworking shops: introduction to how materials can be utilized, and to the processes of shaping, forming, and fabricating of metals. Demonstration of the metalworking lathes, grinders, drills, milling machines, shapers, planers, saws, broachers, gear cutting machines, and finishing machines. A study of the capabilities of these machines. Prerequisite: None.

MEC 1114 Shop Processes Credit 3(2-3)

Comparison of the unit-production and mass-production systems. Casting, forging and allied processes, welding and sheet metal working processes are demonstrated and discussed. Mass-production methods studied in relationship to precision dimensional control. Prerequisite: MEC 1113.

MEC 1115 Treatment of Ferrous Metals Credit 3(2-3)

Investigates the properties of ferrous metals and tests to determine their uses. Instructions include some chemical metallurgy to provide a background for the understanding of the physical changes and causes of these changes in metals. Topics for study: physical metallurgy of ferrous metals, producing iron and steel, theory of alloys, shaping and forming,

heat treatments for steel, surface treatments, alloy of special steel, classification of steels, and cast iron. Prerequisite: None.

MEC 1116 Treatment of Non-Ferrous Metals Credit 3(2-3)

Continuation of the study of physical metallurgy. The non-ferrous metals: bearing metals (brass, bronze, lead), light metals (aluminum and magnesium), and copper and its alloys. Powder metallurgy, titanium, zirconium, indium and vanadium also included. Prerequisite: MEC 1115.

PHYSICS

PHY 1101 Applied Science Credit 4(3-2)

An introduction to physical principles and their application in industry. Topics in this course include measurement; properties of solids, liquids, and gases; basic electrical principles. Prerequisite: None.

PHY 1102 Applied Science Credit 4(3-2)

The second in a series of two courses of applied physical principles. Topics introduced in this course are heat and thermometry, and principles of force, motion, work, energy, and power. Prerequisite: PHY 1101.

PME 1101 Internal Combustion Engine Credit 7(3-12)

Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing. Prerequisite: None.

PME 1102 Engine Electrical and Fuel Systems Credit 9(5-12)

A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system. Prerequisite: PME 1101.

PSYCHOLOGY

PSY 1101 Human Relations Credit 3(3-0)

A study of basic principles of human behavior. Problems of the individual studied in relation to society, group membership, and relationships within the work situation. Prerequisite: None.

WELDING

WLD 1101 Basic Gas Welding Credit 1(0-3)

Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice given for surface welding, bronze welding, silver soldering, and flame-cutting methods applicable. Prerequisite: None.

WLD 1105 Auto Body Welding Credit 1(0-3)

Welding practices on material applicable to the installation of body panels and repairs to doors, fenders, hoods, and deck lids. Student runs beads, does butt and fillet welding. Performs tests to detect strength and

weaknesses of welded joints. Emphasis on safety procedures throughout the course. Prerequisite: WLD 1101.

WLD 1112 Mechanical Testing and Inspection Credit 2(1-3)

The standard methods for mechanical testing of welds. Introduced to the various types of tests and testing procedures and performance of the details of the test which will give adequate information as to the quality of the weld. Types of tests to be covered: bend, destructive, free-bend, guided-bend, nick-tear, notched-bend, tee-bend, nondestructive, V-notch, Charpy impact, etc. Prerequisites: WLD 1120, WLD 1121.

WLD 1120 Oxacetylene Welding and Cutting Credit 7(3-12)

Introduction to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the equipment, assembly of units. Welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead position, brazing, hard and soft soldering. Safety procedures stressed throughout the program of instruction in the use of tools and equipment. Students perform mechanical testing and inspection to determine quality of the welds. Prerequisite: None.

WLD 1121 Arc Welding Credit 7(3-12)

The operation of AC transformers and DC motor generator arc welding sets. Studies of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect his weaknesses in welding. Emphasis on safety procedures in the use of tools and equipment. Prerequisite: None.

WLD 1122 Commercial and Industrial Practices Credit 6(3-9)

Designed to build skills through practices in simulated industrial processes and techniques: sketching and laying out on paper the size and shape description, listing the procedure steps necessary to build the product, and then actually following these directions to build the product. Emphasis on maintenance and repairing worn or broken parts by special welding applications, field welding, and nondestructive tests and inspection. Prerequisites: WLD 1120, WLD 1121.

WLD 1123 Inert Gas Welding Credit 2(1-2)

Introduction and practical operations in the use of inert-gas-shield arc welding. A study of the equipment, operation, safety and practice in the various positions. A thorough study of such topics as: principles of operation, shielding gases, filler rods, process variations and applications, manual and automatic welding. Prerequisites: WLD 1120, WLD 1121.

WLD 1124 Pipe Welding Credit 7(3-12)

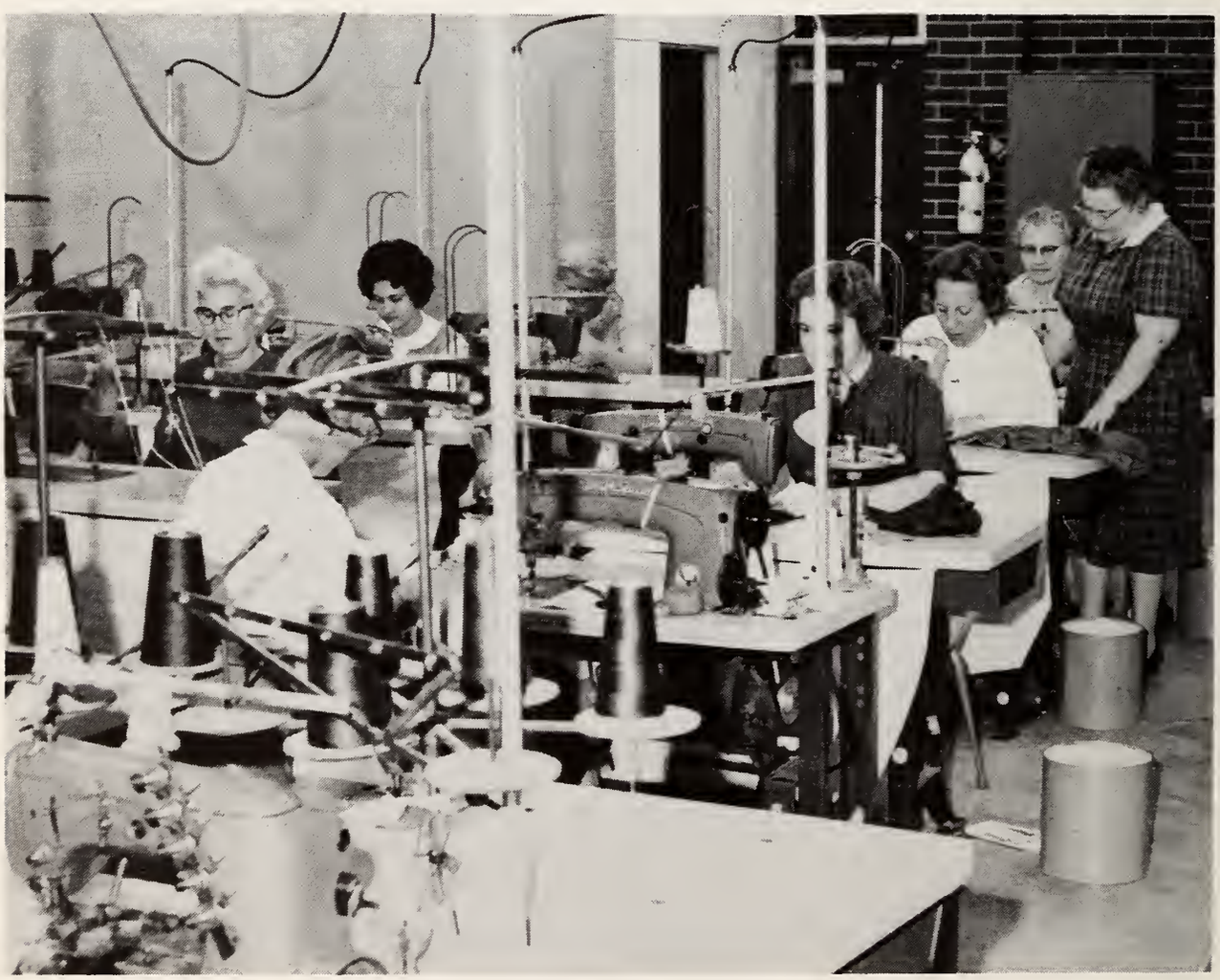
Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to Sections VIII and IX of the ASME code. Prerequisite: WLD 1121.

WLD 1125 Certification Practices Credit 5(3-6)

Involves practice in welding the various materials to meet certification standards. Use of various tests including the guided bend and the tensile strength tests to check the quality of work. Emphasis on attaining skill in producing quality welds. Prerequisites: WLD 1120, WLD 1121, WLD 1123, WLD 1124.

Adult Education

LEARNING LABORATORY



POWER SEWING LABORATORY

General Information

An important function of Davidson County Community College is to provide general educational opportunities to the adults of Davidson County. Those adults interested in formal education or in preparing for a skill trade are referred to the vocational-technical section of the complete catalog while those interested in a college degree are referred to the college transfer section. Other adults interested in up-grading courses, skill improvement, high school completion, or personal interest classes will find such programs explained on the following pages. Additional information about any program in this section may be obtained by contacting the Director of Adult Education, Davidson County Community College.

ADMISSION

Any adult living within a commuting distance of the College is eligible to attend adult education classes offered by the College on campus or at any of the several adult education centers in Davidson County. Any student admitted to class must have reached his 18th birthday, and his regular public school class must have graduated.

CLASS LOCATIONS

A number of adult classes are held on the College campus. Other classes are conducted in communities of the county. Some of these are:

Lexington
Thomasville
Denton
Linwood
Midway

New classes may be established whenever a sufficient number of students in a given community show interest in having classes brought to their community.

FEES

A nominal fee is charged for certain adult education classes to defray registration expense. Such fees, when charged, are due and payable before the first class session. Books and supplies are available through the College bookstore. When classes meet at community centers, the College bookstore makes it possible for books to be purchased at the community center.

TRANSCRIPTS

Transcripts of high school records are required of those students enrolled in the Adult High School program. The student should contact the last school attended requesting the transcript to be forwarded to the Admissions Office of the College.

ATTENDANCE

Adults are expected to attend class regularly. Attendance records are maintained by class teachers. Seventy-five per cent attendance is required of those receiving certificates.

CERTIFICATES AND DIPLOMAS

Certificates are awarded students meeting minimum requirements for many of the classes and programs for adults. Adult High School Diplomas are awarded adults meeting requirements in the High School program.

PROGRAM DESCRIPTIONS

The Adult Education Division of the College offers an increasing variety of courses and programs.

The continuing development of adult programs is based upon the community's particular and varied needs in areas of formal academic learning, cultural advancement, vocational improvement, and creative personal interests.

Accordingly, academic courses range from adult literacy training through high school certificate preparation and college preparatory classes.

Non-credit courses, workshops and study groups in human relations, life problems and social action are available according to interest and demand, as are programs in art, arts and crafts, drama and music.

ADULT BASIC EDUCATION

Adult Basic Education is a program designed with but one major purpose—that is to assist adults who wish to improve their skills in oral and written communication, arithmetic, basic science, and social studies. Classes meet two nights weekly in the local communities where there is a sufficient number of interested adults.

There is no registration fee required and materials are provided by the Adult Division of the College. All materials used have

been especially prepared for adults with emphasis on individual needs and interests.

GROUP I

The basic fundamentals of reading, writing, and arithmetic are stressed in Group I. The course is designed to bring adults to a functional level whereby individual study is possible. Some basic science and social studies are introduced at this level.

GROUP II

Group II is a continuation of the first level with more individual study and a greater scope of subject matter including science and social studies. With the completion of Group II, the adult should be equipped to go into the Adult High School program.

Organized adult basic education classes meet at the following locations:

Davidson County Community College
Lexington
Linwood
Thomasville
Sheltered Workshop, Lexington
Dunbar Senior High School, Lexington
Lexington Prison Unit

Projected areas for adult basic education classes are:

Denton
Midway
Welcome
Arcadia

ADULT HIGH SCHOOL

The Adult High School program is designed for the adult. It is an individualized and unpaced learning environment. Students work individually and progress according to their own abilities. Standardized tests are used to determine achievement. Adult students are placed in the learning environment according to the results of preliminary testing. When post-test scores indicate that the required achievement level has been attained, the student is then eligible to receive the Adult High School Diploma.

Each adult student enrolled in the Adult High School program will be expected to furnish a transcript of any previous high school work. Classes inclusive of the following are required of those enrolled in the program:

English I, II, and III
Reading Improvement I and II
General Mathematics
Algebra I
Our Nation
Our Democracy
Our Constitution
Using Science
Scientific Living
Modern General Science
Elementary Psychology

HIGH SCHOOL EQUIVALENCY

Another program for the adult who has not completed high school is the High School Equivalency program. Under the plan, individuals may take a series of tests called the General Educational Development Tests (GED). Those receiving an acceptable passing score of 225 points with no single test score below 35 will be awarded a High School Equivalency Certificate. This certificate is generally accepted on a basis equal to a high school diploma for employment, promotion, or further education.

The GED tests cover five broad areas: English Expression, Literature, Mathematics, Social Studies, and Natural Science. They are administered at designated testing centers; the two nearest to Davidson County Community College are Catawba College in Salisbury and the Downtown Division of Guilford College in Greensboro.

The following requirements must be met before taking the GED tests:

1. Minimum age: 19
2. Residence: at least one year's bona fide residence in North Carolina.
3. File application on a special form, which is available in the office of the Superintendent of Schools.
4. Application must be endorsed and approved by the Superintendent of Schools.
5. Cost: A fee of $10 for the testing.
6. Have a valid vocational, educational, or other purpose in applying.

The College through the Learning Laboratory or Adult High School classes offers the individual the opportunity to prepare for the GED test.

FUNDAMENTALS LEARNING LABORATORY

The Learning Laboratory enables a person, at any educational level, to further his knowledge in any of forty subjects. This is

a new approach to education with the use of programmed materials and teaching machines.

There are no regularly scheduled classes. The prospective student may come into the laboratory at any time his daily schedule will permit. The laboratory is open from 8:30 a.m. until 10:30 p.m., Monday through Friday. This approach to learning may be pursued by anyone over 18 years of age who is motivated and desires self-improvement, regardless of educational background.

Subjects available in programmed instruction include: English, social studies, mathematics, foreign languages, reading skills, and science.

An annual instructional fee of $2.00 is charged at the time of registration.

CULTURAL DEVELOPMENT

The cultural development program enables the adult to learn a skill in an area of his interests. The cultural development courses offered are not college credit courses but in most instances carry the quality and character of college instruction. In addition to those suggested below, the adult may enroll in any of the college courses on a non-credit basis. All classes offered by the College are open to the adults of the community.

Some of the suggested study areas especially designed for the adult are:

Creative Arts
Home Decoration
Health Education
Family Life
Parent Education
Consumer Education
Investments

HOSPITALITY AND TOURISM EDUCATION

The Hospitality industry is the third largest industry in North Carolina and affords many employment opportunities to the people of this state. Hospitality training programs are available through the College. Training is provided for personnel in the motel, restaurant, service station, hospital, and retail businesses. Some of the subject areas covered are:

Human Relations
Communication
Sales Promotion
Hotel-Motel Law
Economics
Food and Beverage Management and Service

Food and Beverage Purchasing
Food and Beverage Controls
Supervisory Housekeeping
Maintenance and Engineering
Accounting
Front Office Procedure
Housekeeping Training
Waiter-Waitress Training
Service Station Attendant Training

SUPERVISORY DEVELOPMENT TRAINING

The SDT program has been developed to train persons interested in becoming supervisors and to provide instruction for supervisors at various levels of management as preparation for advancement.

Classes available to supervisory personnel are:

Human Relations
Economics in Business and Industry
Art of Motivating People
Effective Communications
Effective Writing
Effective Speaking
Reading Improvement
Work Measurement
Job Methods
Conference Leadership
Creative Thinking
Industrial Safety and Accident Prevention
Industrial First-Aid
The Supervisor in North Carolina
The Supervisor and Employee Benefits
Job Analysis Training
Cost Accounting for Supervisors

FIRE SERVICE TRAINING

A growing Piedmont area of North Carolina requires expansion of fire fighting units and an up-grading of fire service personnel. The need for better trained personnel in latest techniques is met through training provided by the Extension program of the College.

The Fire Service Training program is taken directly to the individual fireman. Training sessions are held in the local fire departments allowing the men to be trained as an organized group utilizing equipment they would ordinarily use in controlling fire.

Fire Service classes include:

Forcible Entry
Rope Practices
Portable Fire Extinguishers

Ladder Practices
Salvage and Overhaul Practices
Fire Stream Practices
Fire Apparatus Practices
Ventilation
Rescue Practices
Protective Breathing Equipment
Firefighting Procedures

APPRENTICESHIP TRAINING

Many men learn a trade by working on the job acquiring skills by using the tools of the trade. The College offers opportunities for these men to acquire related instruction in the classroom at night. Several of the trade programs in which related instruction is available are:

Electrical Apprentice
Carpentry Apprentice
Masonry Apprentice
Sheet-metal Apprentice
Machinist Apprentice
Tool and Die Making Apprentice
Knitter Fixing Apprentice
Plumbing Apprentice
Refrigeration Service Apprentice
Radio and TV Apprentice
Painting and Decorating Apprentice

LAW ENFORCEMENT TRAINING

Each year the College is host to the Piedmont Law Enforcement Academy which meets for four weeks of concentrated training. Several programs are available through the academy. The College in cooperation with the SBI and the Central Piedmont Law Enforcement Association makes this training possible for our section of the state.

DISTRIBUTIVE OCCUPATIONAL TRAINING

A growing need for better trained retail personnel is another area in which the College offers opportunity for training. Classes are available in the following subject areas:

Business Management
Marketing Research
Business Insurance
Personnel Management
Shop-lifting Prevention
Personality Development
Job Relations in Business
Credit and Collections
How Our Business System Works

Advertising
Customer Relations
Interior Display

SEMINARS AND CONFERENCES

The College is host to a number of local and state groups that conduct seminars and conferences. The centrally located campus is ideal for one-day or week-long conferences. Lodging facilities and restaurants are located nearby for the out-of-town conferee. Special rates are available and can be arranged by the Director of Adult Education.

VOCATIONAL EXTENSION

Vocational, in-plant, up-grading classes are offered upon the requests of local business and industry.

In-plant programs are designed to improve and enhance employee skills. Industry is invited to make their needs known to the Director of Adult Education.

DEVELOPMENTAL STUDIES

The developmental studies program is designed for the college applicant who may have a deficiency in a given subject area or who may desire to review or improve his skill in a particular subject.

ENG. 091 Grammar—5 hours per week

A review of the elements of English grammar including an intensive treatment of punctuation, capitalization, identification and function of phrases and clauses, pronouns and antecedents, verb-subject agreement, correct placement of modifiers, and some emphasis upon spelling.

ENG. 092 Composition—5 hours per week

A course for the improvement of written communication with emphasis on sentence structure, paragraph construction, outline preparation, library use, the art of listening and thinking, and note-taking.

ENG. 093 Reading Improvement—5 hours per week

A course for the improvement of reading skills emphasizing improvement in reading comprehension, reading speed, word attack skills, vocabulary, and dictionary skills.

ENG. 094 Note Taking—5 hours per week

A one-quarter course in the art of taking accurate, brief, and readable notes employing a phonetic system of short form symbols.

MAT 091 General Math—5 hours per week

A course to build skills and concepts of general mathematics and acquaint the student with the practical usefulness of mathematics; introduction to elementary algebra and geometry.

MAT 092 Algebra—5 hours per week

A course in elementary algebra preceded by a short review of arithmetic, addition, subtraction, multiplication, and division of algebraic expressions, factoring, fractions, simple quadratic, and simultaneous equations solved analytically and graphically, exponents, and radicals.

MAT 093 Geometry—5 hours per week

An intensive study of fundamental properties and definitions, plane and solid geometric figures, selected general theorems, geometric construction of lines, angles, and plane figures.

ORI 091 Orientation (How To Study)—3 hours per week

A course to better prepare the student for academic work with emphasis on the improvement of study habits and reliable self-appraisal.

SCI 091 General Science—3 hours per week

A course in the basic elements of physical and laboratory science with emphasis on laboratory equipment, procedure, practices, scientific terminology, and the scientific method.

SPH 091—Speech Improvement—3 hours per week

A course in the improvement of speech patterns dealing with enunciation, pronunciation, language usage, and with various means of communication, such as conversation, public speaking, drama, radio, and television.